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Simmering, William

From: Wittenburg, Shane
Sent: Wednesday, October 21, 2020 3:29 PM
To: Khanna, Mala; Cintrat, Jean; Soni, Shannon-Marie; MacLean, Charles
Cc: Mendes, Annesha
Subject: Opposition motion for October 22, 2020 / Motion de l'opposition pour le 22 octobre 2020

Opposition Motions

October 20, 2020 — Ms. Rempel Garner (Calgary Nose Hill) — That the Standing Committee on Health be instructed to undertake a study on the emergency situation facing Canadians in light of the second wave of the COVID-19 pandemic, and that this study evaluate, review and examine any issues relevant to this situation, such as, but not limited to:
(a) rapid and at-home testing approvals and procurement process and schedule, and protocol for distribution;
(b) vaccine development and approvals process, procurement schedules, and protocol for distribution;
(c) federal public health guidelines and the data being used to inform them for greater clarity on efficacy;
(d) current long-term care facility COVID-19 protocols as they pertain solely to federal jurisdiction;
(e) the availability of therapeutics and treatment devices for Canadians diagnosed with COVID-19;
(f) the early warning system, Global Public Health Intelligence Network (GPHIN);
(g) the government's progress in evaluating pre- and post-arrival rapid testing for travellers;
(h) the availability of paid sick leave for those in need, including quarantine and voluntary isolation;
(i) the adequacy of health transfer payments to the provinces, in light of the COVID-19 crisis;
(j) the impact of the government's use of World Heath Organization (WHO) advice in early 2020 to delay the closure of borders and delay in the recommendation of wearing of masks on the spread of COVID-19 in Canada;
(k) the Public Health Agency of Canada's communication strategy regarding COVID-19;
(l) the development, efficacy and use of data related to the government's COVID Alert application;
(m) Canada's level of preparedness to respond to another pandemic;
(n) the availability of personal protective equipment (PPE) in Canada and a review of Canada's emergency stockpile of PPE between 2015 and present;
(o) the government's contact tracing protocol, including options considered, technology, timelines and resources;
(p) the government's consideration of and decision not to invoke the federal Emergencies Act;
provided that,
(q) this study begin no later than seven days following the adoption of this motion;
(r) the committee present its findings to the House upon completion and, notwithstanding Standing Order 109, that the government provide a comprehensive response to these findings within 30 days;
(s) evidence and documentation received by the committee during its study of the Canadian response to the outbreak of the coronavirus, commenced during the first session of the 43rd Parliament, be taken into consideration by the committee in the current study;
(t) that each party represented on the committee be entitled to select one witness per one one-hour witness panel, and two witnesses per two-hour witness panel;
(u) an order of the House do issue for all memoranda, emails, documents, notes or other records from the Prime Minister's Office, the Privy Council Office, the office of the Minister of Public Safety and Emergency Preparedness, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning options, plans and preparations for the GPHIN since January 1, 2018;
(v) an order of the House do issue for a record of all communications between the government and the WHO in respect of options, plans or preparations for any future operation, or absence thereof, of the GPHIN, since January 1, 2018;
(w) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Prime Minister's Office, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning plans, preparations, approvals

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and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19, since March 19, 2020;
(x) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Prime Minister's Office, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada concerning plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields, since March 19, 2020;
(y) an order of the House to issue for all memoranda, e-mails, documents, notes and other records relating to the COVID-19 Vaccine Task Force and its subcommittees;
(z) an order of the House to issue for all memoranda, e-mails, documents, notes and other records relating to the Government of Canada's COVID-19 vaccine distribution and monitoring strategy, including, but not limited to anticipated timelines for the distribution of an approved COVID-19 vaccine across Canada and the prioritization of population groups for vaccination;
(aa) all documents issued pursuant to this order (i) be organized by department and be provided to the Office of the Law Clerk and Parliamentary Counsel within 15 days of the adoption of this order, (ii) be vetted for matters of personal privacy information, and national security, and, with respect to paragraph (y) only, be additionally vetted for information the disclosure of which could reasonably be expected to interfere with contractual or other negotiations between the Government of Canada and a third party, by the Law Clerk and Parliamentary Counsel within seven days of the receipt of the documents, (iii) be laid upon the table by the Speaker, at the next earliest opportunity, once vetted, and permanently referred to the Standing Committee on Health; and
(bb) within seven days after all documents have been tabled pursuant to paragraph (aa), the Minister of Health, the Minister of Public Services and Procurement, the Minister of Public Safety and Emergency Preparedness, and the Minister of Innovation, Science and Industry be ordered to appear separately as witnesses before the Standing Committee on Health, for at least three hours each.

Motions de l'Opposition

20 octobre 2020 — Mme Rempel Garner (Calgary Nose Hill) — Que le Comité permanent de la santé reçoive instruction de mener une étude sur la situation d'urgence à laquelle les Canadiens font face avec la deuxième vague de la pandémie de la COVID-19, et que cette étude évalue et examine tout enjeu pertinent, y compris, sans s'y limiter :
a) l'approbation des tests de dépistage rapide à domicile, le processus d'approvisionnement ainsi que le calendrier et les protocoles de distribution;
b) le processus de développement et d'approbation des vaccins, les calendriers d'achat et le protocole de distribution;
c) les directives fédérales en matière de santé publique et les données utilisées pour les informer afin d'assurer une plus grande clarté sur l'efficacité;
d) les protocoles actuels en lien avec la COVID-19 des établissements de soins de longue durée de compétences fédérales;
e) la disponibilité de thérapies et de dispositifs de traitement pour les Canadiens ayant reçu un diagnostic positif de la COVID-19;
f) le système d'alerte rapide du Réseau mondial d'information en santé publique (RMISP);
g) les progrès réalisés par le gouvernement dans l'évaluation des tests rapides avant ou après l'arrivée des voyageurs;
h) l'offre de congés payés pour les personnes qui en ont besoin, y compris celles qui doivent être en quarantaine et qui font un isolement volontaire;
i) la suffisance des paiements des transferts aux provinces en matière de santé à la lumière de la crise de la COVID-19;
j) les répercussions du recours par le gouvernement aux conseils de l'Organisation mondiale de la santé (OMS) au début de 2020 sur la décision de retarder la fermeture des frontières et la recommandation de porter des masques pour limiter la propagation de la COVID-19 au Canada;
k) la stratégie de communication de l'Agence de la santé publique du Canada relativement à la COVID-19;
l) le développement, l'efficacité et l'utilisation des données liées à l'application Alerte COVID du gouvernement;
m) le degré de préparation du Canada pour faire face à une autre pandémie;
n) la disponibilité d'équipement de protection individuelle (EPI) au Canada et un examen de la réserve d'urgence d'EPI entre 2015 et aujourd'hui;

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o) le protocole de recherche des contacts du gouvernement, incluant les options envisagées, la technologie, les délais et les ressources;
p) la prise en considération et la décision du gouvernement de ne pas invoquer la Loi fédérale sur les mesures d'urgence;
pourvu que,
q) cette étude commence au plus tard sept jours après l'adoption de la présente motion;
r) le Comité présente ses conclusions à la Chambre une fois l'étude terminée et, nonobstant l'article 109 du Règlement, le gouvernement donne une réponse complète à ces conclusions dans un délai de 30 jours;
s) les témoignages et la documentation reçus par le Comité pendant son étude de la réponse du Canada à l'éclosion du coronavirus entreprise à la première session de la 43e législature soient pris en considération pour l'étude actuelle;
t) chaque parti représenté au Comité ait droit à un témoin par panel d'une heure, et à deux témoins par panel de deux heures;
u) un ordre de la Chambre soit émis pour la production de l'ensemble des notes de service, courriels, documents, notes ou autres dossiers du Cabinet du premier ministre, du Bureau du Conseil privé, du Cabinet du ministre de la Sécurité publique et de la Protection civile, du Cabinet de la ministre de la Santé, de Santé Canada et de l'Agence de la santé publique du Canada, relatifs aux options, aux plans et aux préparatifs du RMISP depuis le 1er janvier 2018;
v) un ordre de la Chambre soit émis pour la production d'une copie de toutes les communications entre le gouvernement et l'OMS sur les options, les plans ou les préparatifs pour toute opération future, ou l'absence d'opération, du RMISP depuis le 1er janvier 2018;
w) un ordre de la Chambre soit émis pour la production de l'ensemble des notes de services, courriels, documents, notes ou autres dossiers du Cabinet du premier ministre, du Bureau du Conseil privé, du Cabinet de la ministre des Services publics et de l'Approvisionnement, du Cabinet de la ministre de la Santé, de Santé Canada et de l'Agence de la santé publique du Canada, relatifs aux plans, aux préparatifs, aux approbations et à l'achat de produits de dépistage de la COVID-19, incluant les tests, les réactifs, les écouvillons, le matériel de laboratoire et tout autre matériel relatif aux tests et aux applications utilisés dans le cadre du diagnostic de la COVID-19 depuis le 19 mars 2020;
x) un ordre de la Chambre soit émis pour la production de l'ensemble des notes de service, courriels, documents, notes ou autres dossiers du Cabinet du premier ministre, du Bureau du Conseil privé, du Cabinet de la ministre des Services publics et de l'Approvisionnement, du Cabinet de la ministre de la Santé, de Santé Canada et de l'Agence de la santé publique du Canada, relatifs aux plans, aux préparatifs et à l'achat d'EPI, ce qui comprend les blouses, les gants, les masques, les respirateurs, les visières et les écrans faciaux depuis le 19 mars 2020;
y) un ordre de la Chambre soit émis pour la production de l'ensemble des notes de services, courriels, documents, notes ou autres dossiers relatifs au Groupe de travail sur les vaccins contre la COVID-19 et de ses sous-comités;
z) un ordre de la Chambre soit émis pour la production de l'ensemble des notes de service, courriels, documents, notes ou autres dossiers relatifs à la stratégie du gouvernement du Canada concernant la distribution et la stratégie de surveillance des vaccins contre la COVID-19, y compris, mais sans s'y limiter, l'échéancier prévu pour la distribution à l'échelle nationale d'un vaccin homologué contre la COVID-19 et l'établissement des priorités quant à la vaccination de certains groupes de la population;
aa) tous les documents émis en vertu de cet ordre soient (i) classés par ministère et remis au Bureau du légiste et conseiller parlementaire dans les 15 jours suivant l'adoption de cet ordre, (ii) approuvés à des fins de protection de la vie privée et de la sécurité nationale et, en ce qui a trait au paragraphe y) seulement, caviardés en outre de l'information dont on pourrait raisonnablement s'attendre que la divulgation entraverait des négociations contractuelles ou autres entre le gouvernement du Canada et une tierce partie, par le légiste et conseiller parlementaire dans les sept jours suivant la réception des documents, (iii) une fois approuvés, déposés sur le bureau par le Président de la Chambre à la première occasion et renvoyés en permanence au Comité permanent de la santé;
bb) dans les sept jours suivant le dépôt des documents en vertu du paragraphe aa), la ministre de la Santé, la ministre des Services publics et de l'Approvisionnement, le ministre de la Sécurité publique et de la Protection civile, et le ministre de l'Innovation, des Sciences et de l'Industrie soient convoqués pour témoigner séparément devant le Comité permanent de la santé pendant au moins trois heures chacun.

Lead : Health

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Shane Wittenburg
LHP/LPP
PCO/BCP
613-612-9520

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Simmering, William

From: Cintrat, Jean
Sent: Monday, October 26, 2020 9:00 PM
To: Neilson, David
Subject: RE: Motion Today

Not sure yet, depends on Maia's agenda. What's your availability in the afternoon?

-----Original Message-----
From: Neilson, David <David.Neilson@pco-bcp.gc.ca>
Sent: Monday, October 26, 2020 8:58 PM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: Re: Motion Today

I'm happy to participate in the larger meeting, I don't want to add extra work to your plate or risk being repetitive. When do you think the meeting will be?

David

> On Oct 26, 2020, at 8:53 PM, Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca> wrote:
>
> Of course. We thought we would have a meeting with all of the PCO players. But happy to speak to you beforehand.
>
> Jean
>
>> On Oct 26, 2020, at 8:51 PM, Neilson, David <David.Neilson@pco-bcp.gc.ca> wrote:
>>
>> Hi Jean,
>>
>> Do you have time tomorrow morning to discuss the motion that was passed today?
>>
>> Thanks,
>>
>> David
>>
>>
>> David Neilson
>> Executive Director ATIP/IM

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October 26, 2020, the House of Commons adopted an opposition day motion requesting records related to the government's response to the Coronavirus outbreak. We would like to determine the approximate amount of records for each part of the motion using the following table.

For each part of the motion (u to z), please indicate approximately how many pages of responsive records your department or portfolio would have. When determining an approximate number of pages, Departments should interpret the terms of the motion broadly with no scoping, including relevant departmental records (including portfolio organizations) in the case of (u), (w) and (x).

In addition, please identify the areas of scoping (e.g., final documents versus drafts, DG/ADM-level emails versus all emails, contractual information included versus not included, etc.) that would be most impactful in managing volume to assist your department in fulfilling the motion including how many pages it would represent.

Please provide the completed table by 10:00 a.m. on Wednesday, November 4, 2020.

Name of Department/Portfolio: _PCO – COVID-19 Secretariat_____

u) an order of the House do issue for all memoranda, emails, documents, notes or other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Safety and Emergency Preparedness, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning **options, plans and preparations for the GPHIN since January 1, 2018;**	
Approximate number of pages without scoping (response requested from **PCO, PS, HC, PHAC)**	**Nil**
Potential Areas of Scoping with corresponding number of pages (response requested from **PCO, PS, HC, PHAC)**	

v) an order of the House do issue for a record of all communications between the government and the WHO in respect of **options, plans or preparations for any future operation, or absence thereof, of the GPHIN, since January 1, 2018**; **Response requested from all departments**	
Approximate number of pages without scoping (response requested from **all departments**)	**Nil**
Potential Areas of Scoping with corresponding number of pages (response requested from **all departments**)	

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w) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning **plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19, since March 19, 2020**;	
Approximate number of pages without scoping (response requested from **PCO, PSPC, HC, PHAC**)	**100,000**
Potential Areas of Scoping with corresponding number of pages (response requested from **PCO, PSPC, HC, PHAC**)	If only final versions of documents are included: 89,000 If only items at DG-level and above are included: 45,000 If transitory e-mails and documents (where the substance has been integrated into other documents) are excluded: 13,000

(x) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Prime Minister's Office, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada concerning **plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields, since March 19, 2020**;	
Approximate number of pages without scoping (response requested from **PCO, PSPC, HC, PHAC**)	**100,000 (substantial duplication with section (w)**
Potential Areas of Scoping with corresponding number of pages (response requested from **PCO, PSPC, HC, PHAC**)	If only final versions of documents are included: 89,000 If only items at DG-level and above are included: 45,000 If transitory e-mails and documents (where the substance has been integrated into other documents) are excluded: 13,000

(y) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the **COVID-19 Vaccine Task Force and its subcommittees**;

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Approximate number of pages without scoping (response requested from **all departments**)	**500**
Potential Areas of Scoping with corresponding number of pages (response requested from **all departments**)	

(z) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the Government of **Canada's COVID-19 vaccine distribution and monitoring strategy, including, but not limited to anticipated timelines for the distribution of an approved COVID-19 vaccine across Canada and the prioritization of population groups for vaccination**;	
Approximate number of pages without scoping (response requested from **all departments**)	**1,000**
Potential Areas of Scoping with corresponding number of pages (response requested from **all departments**)	

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Simmering, William

From: Butara, Frank
Sent: Tuesday, October 27, 2020 12:09 PM
To: Patterson, Adine; Martel, Camille
Subject: FW: Lines for the companies

Hi,

See below for more guidance on this ask. Please let me know if PSPC or HC have anything handy. I will connect with Jean about a call with departments.

Thanks,

Frank

Frank Butara
Privy Council Office / Bureau du Conseil privé
Mobile: [redacted]

s.16(2)

From: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Sent: Tuesday, October 27, 2020 11:00 AM
To: Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Cc: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Subject: RE: Lines for the companies

Hi, Isabelle and I spoke.

This is not lines for use by the companies.

We are looking for consistent messaging across the GC on steps being taken to approach the commercially sensitive information and other info outlined in the motion.

s.23

We will need to liaise with ISED, HC-PHAC, PSPC, [redacted]

Jean, Frank, please set up a call with departments to discuss.

Thanks

Ken

From: Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
Sent: October 27, 2020 10:53 AM
To: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Subject: RE: Lines for the companies

We are following up Isabelle.

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J

Jean Tessier

Director General, Operations (Communications)
Privy Council Office / Government of Canada
Jean.tessier@pco-bcp.gc.ca
Tel: 613-948-6677 / Cell: [redacted]

s.16(2)

Directeur général des opérations (Communications)
Bureau du Conseil privé / Gouvernement du Canada
Jean.tessier@pco-bcp.gc.ca
Tél. : 613-948-6677 / Cellulaire : [redacted]

From: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Sent: Tuesday, October 27, 2020 10:43 AM
To: Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Subject: Lines for the companies

Jean and all:

We need to coordinate with PSPC, Health and others, the lines for the companies in light of the motion yesterday.

Please keep me in the loop.

Isabelle Mondou
Deputy Minister for the COVID-19 response (Communications)
Sous-ministre des communications en réponse à la COVID-19
Privy Council Office | Bureau du Conseil Privé
80 Wellington, room 304 | 80 rue Wellington, pièce 304
Ottawa, Ontario – K1A 0A3
Telephone | Téléphone: 613-957-5017
isabelle.mondou@pco-bcp.gc.ca

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Simmering, William

From: Martel, Camille
Sent: Tuesday, October 27, 2020 11:06 AM
To: Gaebel, Patrick (HC/SC); Hoelscher, Sarah (HC/SC); Ing, Amanda (HC/SC); Kari, Sawssan (HC/SC); Leclerc, Heather (HC/SC); McNaughton, Joleen (HC/SC); Norng, Alicia (HC/SC); Roussy, Alyssa (HC/SC); Francis-Lamb, Laura (HC/SC); Payette, Louise (HC/SC); Earley, Jaimie (HC/SC)
Cc: Butara, Frank
Subject: Urgent Request - Media Lines / Key Messages for Companies

Importance: High

Hi everyone,
We are urgently looking for media lines or key messages related to coverage yesterday from companies who expressed concern around what would be disclosed. Sharing PSPC's ministerial media lines.

We understand that current and prospective contractors may have concerns about the recently adopted parliamentary motion and its implications for information held by the Government of Canada.
Under the Access to Information Act and the agreed upon terms and conditions of specific contracts, the Government carefully and diligently protects proprietary and confidential business information.

We take this responsibility very seriously, and we will work closely with all implicated parties to continue to uphold our obligations.

We'd welcome getting yours asap.
Thanks,
Camille

Camille Martel

Senior Analyst, Strategic Communications
Privy Council Office / Government of Canada
Camille.Martel@pco-bcp.gc.ca / Tel : 613-948-6565

Analyste principale, Communications stratégiques
Bureau du conseil privé / Gouvernement du Canada
Camille.Martel@pco-bcp.gc.ca / tél : 613-948-6565

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Simmering, William

From: Jeffrey, Tamara
Sent: Tuesday, October 27, 2020 10:29 AM
To: Peppy, Shaun
Subject: FW: Types of documents in holdings
Attachments: ISED Consolidation - Opposition Day Motion - Request for PapersV1.docx; Opposition Day Motion - Request for Papers - enmaster.SDP.docx; PSPC input - Opposition Day Motion - Request for Papers final.docx; Opposition Day Motion - Request for Papers - ERDP.docx

FYI

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Tuesday, October 27, 2020 7:18 AM
To: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Cc: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: Types of documents in holdings

Hi Maia, we have received information (attached) from

- PCO – ERDP
- PCO – SDP
- PSPC
- ISED

Estimated total volume for ISED alone is 450,000 to 500,000 pages

We are still be looking for input from HC, PHAC and ESDC. I sent a reminder last evening.

Jean

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On October 22, 2020, the House of Commons debated an opposition day motion that included broad requests for information related to the government's response to the Coronavirus outbreak. Since the requests apply to multiple Ministers and their departments, we are making early efforts to identify types of documents that may be included in holdings for each request.

For each item, please indicate whether you have relevant information, and if so what type of information is it. Please also indicate if there are other departments that you think may have relevant information.

Please provide the completed tabled by closed of business on Monday, October 26, 2020.

Department: **Innovation, Science and Economic Development** Departmental Contact: **Ana Maia, Corporate Secretary - ISED**

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u) an order of the House do issue for all memoranda, emails, documents, notes or other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Safety and Emergency Preparedness, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning **options, plans and preparations for the GPHIN since January 1, 2018;**	**NIL**
~~Legal Advice~~	~~Yes / No~~ ~~Explain~~
~~Cabinet confidence (excluding minutes from Cabinet and Cabinet committees)~~	~~Yes / No~~ ~~Explain~~
~~Personal Information~~	~~Yes / No~~ ~~Explain~~
~~Commercially sensitive information~~	~~Yes / No~~ ~~Explain~~
~~National Security~~	~~Yes / No~~ ~~Explain~~
~~Injurious to FPT relations~~	~~Yes / No~~ ~~Explain~~

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~~Advice to the Minister (not including Cabinet confidence)~~	~~Yes / No~~ ~~Explain~~
~~Other sensitive information: _____~~	

~~Other Departments that may have relevant information related to this item:_____~~

~~Estimate of amount of time required to produce this information: _____~~

~~Approximate number of pages:_____~~

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v) an order of the House do issue for a record of all communications between the government and the WHO in respect of **options, plans or preparations for any future operation, or absence thereof, of the GPHIN, since January 1, 2018**;	**NIL**
~~Legal Advice~~	~~Yes / No~~ ~~Explain~~
~~Cabinet confidence (excluding minutes from Cabinet and Cabinet committees)~~	~~Yes / No~~ ~~Explain~~
~~Personal Information~~	~~Yes / No~~ ~~Explain~~
~~Commercially sensitive information~~	~~Yes / No~~ ~~Explain~~
~~National Security~~	~~Yes / No~~ ~~Explain~~
~~Injurious to FPT relations~~	~~Yes / No~~ ~~Explain~~

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~~Advice to the Minister (not including Cabinet confidence)~~	~~Yes / No~~ ~~Explain~~
~~Other sensitive information: _____~~	

~~Other Departments that may have relevant information related to this item: _____~~

~~Estimate of amount of time required to produce this information: _____~~

~~Approximate number of pages: _____~~

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

w) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning **plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19, since March 19, 2020**;	**Relevant documents**
Legal Advice	[redacted]
Cabinet confidence (excluding minutes from Cabinet and Cabinet committees)	[redacted]
Personal Information	Emails and documents will include personal information on individuals from various companies involved with manufacturing and distributing test kits, reagents and swabs.
Commercially sensitive information	Emails and documents will include commercially sensitive information, including business plans, related to test kit and reagent manufacturing. Much of the documents are commercially sensitive information is likely to be quite common given many emails deal with companies and their products and their readiness and regulatory approvals and so on.
National Security	No
Injurious to FPT relations	Emails and documents will include specific PT information in regards to their specific testing and procurement plans and initiatives, some of which was provided in confidence.

s.23

s.69(1)(g)re: (e)

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Advice to the Minister (not including Cabinet confidence)	Emails and documents will include briefing material for the Minister in regards to long-term testing strategies.
~~Other sensitive information:~~	

Other Departments that may have relevant information related to this item: National Research Council

Estimate of amount of time required to produce this information: 60+ working hours

s.23

OCS: 6 months given consultation that would be required with third parties who have written in and as well as coordination/consultation [redacted] plus translation

Approximate number of pages: Likely upwards of 2300+ pages

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

(x) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Prime Minister's Office, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada concerning **plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields, since March 19, 2020**;	**Relevant documents**
Legal Advice	[redacted]
Cabinet confidence (excluding minutes from Cabinet and Cabinet committees)	[redacted]
Personal Information	Emails and documents will include personal information related to individuals at various PPE manufacturers.
Commercially sensitive information	Emails and documents will include commercially sensitive information, including business plans, related to companies retooling and PPE manufacturing efforts. Official exchanges of data related to procurement of PPE equipment between PHAC, HC, PSPC and Statistics Canada. Numbers representing estimated procurement effort by provinces and territories.

s.23

s.69(1)(g)re: (e)

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

	Information is received in the following format: Excel spreadsheets, CSV, encrypted emails and data tables and are received through the electronic file transfer (EFT) system and the secure file transfer platform (SFTP). Much of the documents are commercially sensitive information is likely to be quite common given many emails deal with companies and their products and their readiness and regulatory approvals and so on.
National Security	[redacted]
Injurious to FPT relations	Emails and documents will include specific PT information in regards to their procurement plans and initiatives
Advice to the Minister (not including Cabinet confidence)	Emails and documents will include briefing material for the Minister in regards to long-term PPE strategy and specific procurement deals. Documents received from ISED sectors and/or other departments in preparation for DM/MINO meetings
Other sensitive information:	Official exchanges between PHAC, HC and STATCAN through weekly emails and collaboration on presentations given to various committees (including official PowerPoint presentations and Power BI dashboards)

s.69(1)(g)re: (c)

s.21(1)(b)

Other Departments that may have relevant information related to this item: PHAC, HC, PSPC

Estimate of amount of time required to produce this information:

Stats: 50 +hours

IS: 60 +hours

OCS: 6-8 months given consultation that would be required with third parties who have written in and as well as coordination/consultation with OGDs and sectors as well as third parties/external stakeholders plus translation

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Approximate number of pages: 10000+ pages

(y) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the **COVID-19 Vaccine Task Force and its subcommittees**;	**Relevant documents**
Legal Advice	

s.23

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	[redacted] Solicitor privilege information cannot be released.	s.23
Cabinet confidence (excluding minutes from Cabinet and Cabinet committees)	[redacted] Advice to Minister and Cabinet Confidence cannot be released.	s.69(1)(g)re: (e)
Personal Information	Some emails are about scheduling meetings or people's schedules and vacation plans. Some include emails and phone numbers. Personal information related to the appointees There would be a considerable amount of personal information that would require redaction; included in the documents requested with respect to COVID-19 Task Force volunteer members, as well as the Secretariat personnel.	

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

	Documents include personal information of projects applicants considered by VTF Documents and Communication from SIF Applicants as well as Internal Assessments of SIF Applicants, containing personal information of SIF Applicants Personal Information cannot be released.
Commercially sensitive information	Highly sensitive information (provided under confidentiality agreements and provisions) provided by domestic and international commercial entities to VTF and its subcommittees as part of their project evaluation processes. Release of this information would violate NDAs and other agreements and could cause irreparable harm, including jeopardizing Canada's access to vaccines. For example, in providing advice to Ministers in relation to the COVID-19 pandemic, the Vaccine Task Force and the Joint Biomanufacturing Subcommittee have received and reviewed commercially sensitive information from various companies. This information includes production capabilities, expansion plans, and other proprietary information. In following up on Task Force advice, and in carrying out departmental business, ISED has been provided with information from companies that has been consistently regarded as commercially sensitive. Circumstance in which advice, recommendations, consultations, deliberations take place on which vaccine candidates to pursue and in which order. Barring redactions, the disclosure of which would compromise commercial interests and be damaging to the relationship between the Crown and these 3rd parties.

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

	Highly sensitive information provided by potential SIF Applicants under commercial confidence – could be harmful if released. Proposals received from the task force may have contained third party confidential information/companies Deliberations from officials and advice to senior management and Minister – cannot be released. 1) Letters from the Task Force/Joint Biomanufacturing Subcttee (JBS) on potential SIF projects 2) Material Prepared for the Task Force/JBS on potential SIF projects (firm proposals, updates from firms, ISED summaries, interdepartmental assessments and dashboards, documentation prepared to assist Task Force in deliberations by firms) 3) Communication to/from firms from the Secretariat on potential SIF projects (invitations, Qs and As from firms, documentation prepared by firms for presentations) 4) Memos to Minister for SIF Applicants Considered by the Task Force/JBS (LOIs/referral to NRC/not being considered further) 5) Documentation for Negotiating Projects with SIF Applicants recommended by Task Force [redacted] and JBS [redacted] (emails, terms sheets, contributions agreements, Project Summary Form, communication materials) 6) SIF Applicants referred to NRC referred (emails and documentation) Some emails include information about agreements that have not been announced yet. Much of the documents are commercially sensitive information is likely to be quite common given many emails deal with companies and their products and their readiness and regulatory approvals and so on.

s.20(1)(c)
s.20(1)(d)

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

National Security	Information regarding manufacturing and supply chain could jeopardize Canada's ability to secure vaccines; [redacted] Barring redactions, the disclosure of Canada's contractual negotiations would compromise Canada's national interests [redacted] Release on information on vaccine and biomanufacturing SIF Applicants could jeopardize Canada's ability to secure vaccines and/or bio manufacturing capacity; [redacted] Documents need to be reviewed to ensure there is no harm to Canada's national interest and security if released [redacted]
Injurious to FPT relations	Policy analysis, deliberation and advice documentation may include decisions not yet rendered by government which have FPT implications Some of the advice provided by the VTF relates to areas that have a Federal/Provincial element. Barring redactions, the disclosure of this advice could be injurious to federal-provincial relations. Documentation on SIF Applicants may include information and decisions with potential FPT implications, and cannot be released. Documents may related to coordination efforts and/or proposals from specific companies/third parties that may impact FPT.
Advice to the Minister (not including Cabinet confidence)	Advice to Minister regarding Budget Proposals and funding of individual projects captured within request Some emails include workflow between SRS Strategic Communications Advisor and Min-Liaison. As well, SCMS-Parliamentary Affairs has draft

s.21(1)(b)

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

	messaging and records of deliberations on Vaccine Task Force issues management and communications. The VTF provides advice to Ministers in order to inform and support the Government of Canada to make evidence-based decisions. Barring redactions, the disclosure of this advice would impact the operations of the government and the Government of Canada's internal decision-making. Memos to Minister for SIF Applicants Considered by the Task Force/JBS (LOIs/referral to NRC/not being considered further). Governance Documents for the Establishing Vaccine Task Force/JBS (terms of reference, documentation for ADM MCM cttee) Documents/notes prepared for DM/MINO meetings. Advice to senior officials/Minister cannot be released.
Other sensitive information: _____	Materials provided to the Department pertain to ongoing negotiations with international and domestic companies. This material should not be disclosed under 18(b) of the *Access to Information and Privacy Act* because it could interfere with ongoing negotiations of a government institution. Communications on BioVectra and its potential role in the country's COVID-19 vaccine manufacturing efforts.

Other Departments that may have relevant information related to this item: PCO, TB, Dept. of Finance, CVTF, NRC, CIHR, PHAC, PSPC, Health Canada and JBS Secretariat. Please note that in some cases the same information will be held across various departments

Estimate of amount of time required to produce this information:

ICS (SIF) 4 days which does not include time to review the documents to assess what cannot be released.

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

IS: Total number of hours for 10,000 pages document is about 1,726 hours including compiling, removing sensitive information and translation: 60+ hours to compile. An initial estimates of 2 minutes per page yield 333 hours or about 45 working days to review and remove sensitive information. Translation may take 8 minutes per page yielding 1,333 hours, or about 178 working days.

NRC VTF:

- Document Scoping/Formatting; Rate: 400/ pages per day / per person = 627.5 days @ 1 FTE resource (42+ FTEs required to meet 15 day Parliamentary deadline)
- ATIP Review; Rate: 400/pages per day / per person = 627.5 days @ 1 FTE resource (42+ FTEs required to meet 15 day Parliamentary deadline)
- Translation Services; Rate: 1000/words per day / per person = 251 days @ 1 FTE resource (17+ FTEs required to meet 15 day Parliamentary deadline)

OCS: up to a year (6-10 months) given nature of consultations required and translation

Approximate number of pages: 422 000+ pages

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

(z) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the Government of **Canada's COVID-19 vaccine distribution and monitoring strategy, including, but not limited to anticipated timelines for the distribution of an approved COVID-19 vaccine across Canada and the prioritization of population groups for vaccination**;	**Relevant documents**
Legal Advice	[redacted] s.23
Cabinet confidence (excluding minutes from Cabinet and Cabinet committees)	[redacted] s.69(1)(g)re: (e)
Personal Information	No
Commercially sensitive information	Highly sensitive information (provided under confidentiality agreements and provisions) provided by domestic and international commercial entities to VTF and its subcommittees as part of their project evaluation processes. Release of this information would violate NDAs and other agreements and could cause irreparable harm, [redacted] s.21(1)(b) Much of the documents are commercially sensitive information is likely to be quite common given many emails deal with companies and their products and their readiness and regulatory approvals and so on.
National Security	[redacted]

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Injurious to FPT relations	Policy analysis, deliberation and advice may include decisions not yet rendered by government which have FPT implications
Advice to the Minister (not including Cabinet confidence)	Documents prepared for DM/MINO.
Other sensitive information: _____	Information provided by OGDs/NRC.

Other Departments that may have relevant information related to this item: Health Canada, Public Health Agency of Canada, Privy Council Office, Public Services and Procurement, Department of Finance, Treasure Board, NRC, CVTF and JBS Secretariats

Estimate of amount of time required to produce this information:

IS: Total number of hours for 10,000 pages document is about 1,726 hours including compiling, removing sensitive information and translation: 60+ hours to compile. An initial estimates of 2 minutes per page yield 333 hours or about 45 working days to review and remove sensitive information. Translation may take 8 minutes per page yielding 1,333 hours, or about 178 working days.

OCS: 5 months as ISED involved in distribution of vaccine

Approximate number of pages: 11 000+

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

On October 22, 2020, the House of Commons debated an opposition day motion that included broad requests for information related to the government's response to the Coronavirus outbreak. Since the requests apply to multiple Ministers and their departments, we are making early efforts to identify types of documents that may be included in holdings for each request.

For each item, please indicate whether you have relevant information, and if so what type of information is it. Please also indicate if there are other departments that you think may have relevant information.

Please provide the completed table by close of business on Monday, October 26, 2020.

Department: _____ Departmental Contact:_____

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

u) an order of the House do issue for all memoranda, emails, documents, notes or other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Safety and Emergency Preparedness, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning **options, plans and preparations for the GPHIN since January 1, 2018;**	Interpretation of the Motion / Assumptions: • PCO SDP would likely have some relevant records related to options, plans and preparations for the GPHIN since January 1, 2018 in the form of information provided by the Public Health Agency of Canada, including emails and communications material, and internal to PCO briefing material (i.e., Infonote, Ops pins).
Legal Advice	Yes / No Explain
Cabinet confidence (excluding minutes from Cabinet and Cabinet committees)	Yes / No Explain • Relevant records in the possession of PCO SDP are not likely to include any Cabinet confidences (tbd).
Personal Information	Yes / No Explain
Commercially sensitive information	Yes / No Explain
National Security	Yes / No Explain
Injurious to FPT relations	Yes / No Explain • Relevant records in the possession of PCO SDP could include information related to FPT discussions/assessments.
Advice to the Minister (not including Cabinet confidence)	Yes / No Explain • Relevant records in the possession of PCO SDP could include information shared by the Public Health Agency of Canada constituting advice to the Minister of Health.

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Other sensitive information: _____	Yes / No Explain • GPHIN has been the subject of media inquiries and coverage. Relevant records in the possession of PCO SDP could sensitive from an external communications perspective.

Other Departments that may have relevant information related to this item: PCO (COVID Secretariat), Health Canada and PHAC

Estimate of amount of time required to produce this information: Not insignificant – exact time TBD

Approximate number of pages: Not insignificant – exact # TBD

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

v) an order of the House do issue for a record of all communications between the government and the WHO in respect of **options, plans or preparations for any future operation, or absence thereof, of the GPHIN, since January 1, 2018**;	Interpretation of the Motion / Assumptions: • PCO SDP would not likely have relevant records related to communications between the government and the WHO in respect of options, plans or preparations for any future operation, or absence thereof, of the GPHIN, since January 1, 2018.
Legal Advice	Yes / No Explain
Cabinet confidence (excluding minutes from Cabinet and Cabinet committees)	Yes / No Explain
Personal Information	Yes / No Explain
Commercially sensitive information	Yes / No Explain
National Security	Yes / No Explain
Injurious to FPT relations	Yes / No Explain
Advice to the Minister (not including Cabinet confidence)	Yes / No Explain
Other sensitive information: _____	Yes / No Explain

Other Departments that may have relevant information related to this item: PHAC, Health Canada

Estimate of amount of time required to produce this information: TBD

Approximate number of pages: TBD

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

w) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning **plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19, since March 19, 2020**;	Interpretation of the Motion / Assumptions: • PCO SDP would have relevant records provided by the Public Health Agency of Canada, Health Canada, PSPC, and ISED concerning plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19, since March 19, 2020. Records would be in the form of, *inter alia*, emails, memoranda, decks containing information, advice and data on procurement and contracting (negotiations with companies, contracting approach and awards), regulatory status (regulatory submission status, discussions with sponsors, international regulatory counterparts), and FPT discussions. Records would also include internal to PCO and PMO/PM briefing material (i.e., Information and for Decision notes, including funding, Infonote, Ops pins).
Legal Advice	
Cabinet confidence (excluding minutes from Cabinet and Cabinet committees)	Yes / No Explain • Relevant records in the possession of PCO SDP are likely to include those subject to Cabinet confidence (e.g., Cabinet proposals).
Personal Information	Yes / No Explain

s.23

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	• Relevant records in the possession of PCO SDP could include those that contain personal information (TBD).
Commercially sensitive information	Yes / No Explain • Relevant records in the possession of PCO SDP are likely to include those that contain commercially sensitive information (e.g., regulatory, proprietary information, contracting).
National Security	Yes / No Explain TBD pending review of documents
Injurious to FPT relations	Yes / No Explain • Relevant records in the possession of PCO SDP could include information related to federal engagement and negotiating strategies and information on FPT discussions/assessments of testing strategies, needs for testing equipment and funding etc.
Advice to the Minister (not including Cabinet confidence)	Yes / No Explain • Relevant records in the possession of PCO SDP likely include those that contain advice to Minister (Health, PSPC, ISED) and/or those prepared by PCO for internal briefings, including for PMO and/or the Prime Minister (e.g., Funding decisions, FPT discussions).
Other sensitive information: _____	Yes / No Explain Testing has been the subject of significant media inquiries and coverage, and. Relevant records in the possession of PCO SDP could be sensitive from an external communications perspective.

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Other Departments that may have relevant information related to this item: PCO (SDP, IGA, ERDP, F&DP, S&I, COVID Secretariat) Health Canada, PHAC, ISED, PSPC, Finance Canada

Estimate of amount of time required to produce this information: Significant – exact amount TBD

Approximate number of pages: Significant – exact # TBD

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

(x) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Prime Minister's Office, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada concerning **plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields, since March 19, 2020**;	Interpretation of the Motion / Assumptions: • PCO SDP would have relevant records provided by the Public Health Agency of Canada, Health Canada, PSPC, and ISED concerning plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields, since March 19, 2020. Records would be in the form of, *inter alia*, emails, memoranda, decks containing information, advice and data on procurement and contracting (negotiations with companies, contracting approach and awards), regulatory status (regulatory submission status, discussions with sponsors, international regulatory counterparts), international relations and engagement, and FPT discussions. Records would also include internal to PCO and PMO/PM briefing material (i.e., Information and for Decision notes, including funding, meeting agendas and summaries, Infonote, Ops pins).
Legal Advice	s.23
Cabinet confidence (excluding minutes from Cabinet and Cabinet committees)	Yes / No • Relevant records in the possession of PCO SDP are likely to include those subject to Cabinet confidence (e.g., Cabinet proposals).
Personal Information	Yes / No Explain
Commercially sensitive information	Yes / No

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

	Explain • Relevant records in the possession of PCO SDP are likely to include those that contain commercially sensitive information (e.g., regulatory, proprietary information, contracting).
National Security	Yes / No Explain • Relevant records in the possession of PCO SDP could include information related to international relations and diplomatic engagements on ppe related issues/topics, including related to bilateral relations with the U.S. (S&I would be lead).
Injurious to FPT relations	Yes / No Explain • Relevant records in the possession of PCO SDP could include information related to federal engagement and negotiating strategies and information on FPT discussions/assessments/funding for ppe acquisition, procurement, and distribution.
Advice to the Minister (not including Cabinet confidence)	Yes / No Explain • Relevant records in the possession of PCO SDP likely include those that contain advice to Minister (Health, PSPC, ISED) and/or those prepared by PCO for internal briefings, including for PMO and/or the Prime Minister (e.g., Funding decisions, FPT discussions)
Other sensitive information: _____	Yes / No Explain

Other Departments that may have relevant information related to this item: PCO (ERDP, S&I, F&DP, COVID Secretariat), PHAC, Health Canada, ISED, PSPC, GAC

Estimate of amount of time required to produce this information: Significant – exact amount TBD

Approximate number of pages: Significant – exact # TBD

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

(y) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the **COVID-19 Vaccine Task Force and its subcommittees**;	Interpretation of the Motion / Assumptions: • PCO SDP would likely have some relevant records in the form of memoranda, e-mails, documents, notes and other records relating to the COVID-19 Vaccine Task Force and its subcommittees. Records would also include internal to PCO and PMO/PM briefing material (i.e., Infonote, Ops pins).
Legal Advice	[redacted]
Cabinet confidence (excluding minutes from Cabinet and Cabinet committees)	Yes / No Explain • Relevant records in the possession of PCO SDP are likely to include those subject to Cabinet confidence (e.g., Cabinet proposals).
Personal Information	Yes / No Explain • Relevant records in the possession of PCO SDP could include those containing personal information related to Task Force members or staff.
Commercially sensitive information	Yes / No Explain TBD pending review of documents
National Security	Yes / No Explain TBD pending review of documents

s.23

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Injurious to FPT relations	Yes / No Explain • Relevant records in the possession of PCO SDP could include information related to federal engagement and negotiating strategies and information related to the Task Force.
Advice to the Minister (not including Cabinet confidence)	Yes / No Explain • Relevant records in the possession of PCO SDP could include those that contain advice to Minister (Health) and/or those prepared by PCO for internal briefings, including for PMO and/or the Prime Minister (e.g., decision notes, FPT discussions).
Other sensitive information: _____	Yes / No Explain TBD pending review of documents

Other Departments that may have relevant information related to this item: PCO (ERDC, COVID Secretariat) PHAC, Health Canada

Estimate of amount of time required to produce this information: Potentially significant – exact time TBD

Approximate number of pages: Potentially significant – exact # TBD

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

(z) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the Government of **Canada's COVID-19 vaccine distribution and monitoring strategy, including, but not limited to anticipated timelines for the distribution of an approved COVID-19 vaccine across Canada and the prioritization of population groups for vaccination**;	Interpretation of the Motion / Assumptions: • PCO SDP would have relevant records (memoranda, e-mails, documents) related to the Government of Canada's COVID-19 vaccine distribution and monitoring strategy, including, anticipated timelines for the distribution of an approved COVID-19 vaccine across Canada and the prioritization of population groups for vaccination. Records would have been provided by the Public Health Agency of Canada and Health Canada and/or those prepared by PCO for internal briefing, including to DPMO/PMO/PM material (i.e., Information and for Decision notes, including funding, meeting agendas and summaries, Infonote, Ops pins).
Legal Advice	[redacted] s.23
Cabinet confidence (excluding minutes from Cabinet and Cabinet committees)	Yes / No Explain • Relevant records in the possession of PCO SDP would include those subject to Cabinet confidence (e.g., Cabinet proposals).
Personal Information	Yes / No Explain TBD pending review of documents
Commercially sensitive information	Yes / No Explain • Relevant records in the possession of PCO SDP are likely to include those that contain commercially sensitive information (e.g., information on vaccine regulatory submissions, information deemed by company as proprietary information, and contracting).

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

National Security	Yes / No Explain TBD pending review of documents
Injurious to FPT relations	Yes / No Explain • Relevant records in the possession of PCO SDP would include information related to federal engagement and negotiating strategies and information on FPT discussions/assessments/funding for vaccine roll-out.
Advice to the Minister (not including Cabinet confidence)	Yes / No Explain • Relevant records in the possession of PCO SDP likely include those that contain advice to Minister (Health) and/or those prepared by PCO for internal briefings, including for PMO and/or the Prime Minister (e.g., Funding decisions, FPT discussions)
Other sensitive information: _____	Yes / No Explain • Relevant records in the possession of PCO SDP could include information, advice and recommendations related to sensitive subjects such as vaccine hesitancy, including how to promote acceptance and update and how to address vaccine misinformation, the disclosure of which may affect the GoC's planned strategy for vaccine roll-out.

Other Departments that may have relevant information related to this item: PCO (COVID Secretariat, ERDP, F&DP) PHAC, Health Canada

Estimate of amount of time required to produce this information: Potentially significant – exact amount of time TBD

Approximate number of pages: Potentially significant – exact # of pages TBD

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

On October 22, 2020, the House of Commons debated an opposition day motion that included broad requests for information related to the government's response to the Coronavirus outbreak. Since the requests apply to multiple Ministers and their departments, we are making early efforts to identify types of documents that may be included in holdings for each request.

For each item, please indicate whether you have relevant information, and if so what type of information is it. Please also indicate if there are other departments that you think may have relevant information.

Please provide the completed table by close of business on Monday, October 26, 2020.

Department: ___**PRIVY COUNCIL OFFICE, ERDP** Departmental Contact:_____

To note – a significant amount of the information on vaccines is covered by a non-disclosure agreement.

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

u) an order of the House do issue for all memoranda, emails, documents, notes or other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Safety and Emergency Preparedness, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning **options, plans and preparations for the GPHIN since January 1, 2018;**	Interpretation of the Motion / Assumptions:
Legal Advice	Yes / No Explain
Cabinet confidence (excluding minutes from Cabinet and Cabinet committees)	Yes / No Explain
Personal Information	Yes / No Explain
Commercially sensitive information	Yes / No Explain
National Security	Yes / No Explain
Injurious to FPT relations	Yes / No Explain

To note – a significant amount of the information on vaccines is covered by a non-disclosure agreement.

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Advice to the Minister (not including Cabinet confidence)	Yes / No Explain
Other sensitive information: _____	Yes / No Explain

Other Departments that may have relevant information related to this item:_____

Estimate of amount of time required to produce this information: _____

Approximate number of pages:_____

To note – a significant amount of the information on vaccines is covered by a non-disclosure agreement.

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

v) an order of the House do issue for a record of all communications between the government and the WHO in respect of **options, plans or preparations for any future operation, or absence thereof, of the GPHIN, since January 1, 2018**;	Interpretation of the Motion / Assumptions:
Legal Advice	Yes / No Explain
Cabinet confidence (excluding minutes from Cabinet and Cabinet committees)	Yes / No Explain
Personal Information	Yes / No Explain
Commercially sensitive information	Yes / No Explain
National Security	Yes / No Explain
Injurious to FPT relations	Yes / No Explain

To note – a significant amount of the information on vaccines is covered by a non-disclosure agreement.

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Advice to the Minister (not including Cabinet confidence)	Yes / No Explain
Other sensitive information: _____	Yes / No Explain

Other Departments that may have relevant information related to this item:_____

Estimate of amount of time required to produce this information: _____

Approximate number of pages:_____

To note – a significant amount of the information on vaccines is covered by a non-disclosure agreement.

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

w) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning **plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19, since March 19, 2020**;	Interpretation of the Motion / Assumptions:
Legal Advice	Yes / No Explain
Cabinet confidence (excluding minutes from Cabinet and Cabinet committees)	[redacted]
Personal Information	Yes / No Explain
Commercially sensitive information	Yes / No Explain • Informal summaries/readouts and e-mails from regular medical procurement calls among senior government officials.Reports, notes and emails on tests [redacted] • Negotiating mandate for [redacted]

s.69(1)(g)re: (e)

s.20(1)(c)
s.20(1)(d)

To note – a significant amount of the information on vaccines is covered by a non-disclosure agreement.

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	• Emails, notes, documents related to the funding request from Canadian Health Labs for funding capital costs.
National Security	Yes / No Explain
Injurious to FPT relations	Yes / No Explain • Emails, trackers and information re: negotiation of safe restart agreement with PTs. s.14 • Emails, notes related to funding [redacted] proposal.
Advice to the Minister (not including Cabinet confidence)	Yes / No Explain • Draft communication materials. s.69(1)(g)re: (d) • [redacted]
Other sensitive information: _____	Yes / No Explain

Other Departments that may have relevant information related to this item:___PSPC, PHAC, HC, ISED_____

Estimate of amount of time required to produce this information: _ months_____

Approximate number of pages:___1000s_____

To note – a significant amount of the information on vaccines is covered by a non-disclosure agreement.

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

(x) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Prime Minister's Office, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada concerning **plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields, since March 19, 2020**;	Interpretation of the Motion / Assumptions:
Legal Advice	[redacted]
Cabinet confidence (excluding minutes from Cabinet and Cabinet committees)	[redacted]

s.23

s.69(1)(g)re: (e)

To note – a significant amount of the information on vaccines is covered by a non-disclosure agreement.

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s.69(1)(g)re: (d)

	[redacted]
Personal Information	Yes / No Explain
Commercially sensitive information	Yes / No Explain • Unofficial summaries, read-outs and e-mails from regular medical procurement discussions among senior federal officials. • Emails and trackers related to LOIs with Canadian companies manufacturing PPE (masks, gowns, test kits, hand sanitizers and fabric). • Emails and trackers relating to procurement of PPE and other equipment including ventilators.
National Security	Yes / No Explain
Injurious to FPT relations	Yes / No Explain • Emails and trackers related to negotiation of safe-restart agreement with PTs. • Emails relating to funds to be provided under safe restart agreement with PTs.
Advice to the Minister (not including Cabinet confidence)	Yes / No Explain • [redacted] • [redacted] • Draft communication materials.

s.69(1)(g)re: (d)

To note – a significant amount of the information on vaccines is covered by a non-disclosure agreement.

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	• [redacted]
Other sensitive information: _____	Yes / No Explain • Emails, policy papers, trackers related to the restoration and maintenance of supply chains for the procurement of PPE and other equipment, including Canada-US. • Emails, papers, trackers and deck presentations on federal modelling of PPE requirements. • Emails, notes on Essential Services Contingency Reserve, status and contents. • Emails, notes on Supply Council.

Other Departments that may have relevant information related to this item:_____PSPC, ISED, HC, GAC, PHAC_____

Estimate of amount of time required to produce this information: _____months_____

Approximate number of pages:____1000s_____

To note – a significant amount of the information on vaccines is covered by a non-disclosure agreement.

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

(y) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the **COVID-19 Vaccine Task Force and its subcommittees**;	Interpretation of the Motion / Assumptions:
Legal Advice	Yes / No Explain
Cabinet confidence (excluding minutes from Cabinet and Cabinet committees)	[redacted] s.69(1)(g)re: (e)
Personal Information	Yes / No Explain
Commercially sensitive information	Yes / No Explain • Decisions by the VTF on vaccine candidates (recommendations on whether to provide funding or not), in the form of meeting reports, emails and formal letters to the Ministers. • [redacted] s.69(1)(g)re: (e) • Reports to the DPM providing updates on vaccine/therapeutic procurement/negotiations. • Notes to the DPM to support calls with companies with which Canada is negotiating.

To note – a significant amount of the information on vaccines is covered by a non-disclosure agreement.

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	• Documents, emails [redacted] that include sensitive commercial information related to the procurement of vaccines and therapeutics.
National Security	Yes / No Explain
Injurious to FPT relations	Yes / No Explain
Advice to the Minister (not including Cabinet confidence)	Yes / No Explain • Reports to the DPM that include decisions made by the JBS, and the VTF. • [redacted] • Notes to the DPM to support calls with foreign counterparts on vaccine procurement. • Draft communication emails. • Information memo to the PM/DPM on Canada's vaccine procurement strategy • Ministerial correspondence on Canada's participation in GAVI (COVAX, Gates, ACT).
Other sensitive information: _____	Yes / No Explain • Emails, notes, and reports on meetings of the VTF with other departments and within PCO. • Emails, DM level decisions related to the task forces (including conflict of interest). • Reports on calls between VTF and foreign counterparts.

s.69(1)(g)re: (d)

Other Departments that may have relevant information related to this

s.69(1)(g)re: (e)

item:_____PHAC, ISED, HC, PHAC, GAC_____

To note – a significant amount of the information on vaccines is covered by a non-disclosure agreement.

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Estimate of amount of time required to produce this information: _____months_____

Approximate number of pages:_____1000s_____

(z) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the Government of **Canada's COVID-19 vaccine distribution and monitoring strategy, including, but not limited to anticipated timelines for the distribution of an approved COVID-19 vaccine across Canada and the prioritization of population groups for vaccination**;	Interpretation of the Motion / Assumptions:
Legal Advice	Yes / No Explain
Cabinet confidence (excluding minutes from Cabinet and Cabinet committees)	[redacted]
Personal Information	Yes / No Explain
Commercially sensitive information	Yes / No Explain • Trackers, emails and notes on vaccine company delivery plans and schedules.

s.69(1)(g)re: (e)

To note – a significant amount of the information on vaccines is covered by a non-disclosure agreement.

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National Security	Yes / No Explain
Injurious to FPT relations	Yes / No Explain
Advice to the Minister (not including Cabinet confidence)	Yes / No Explain • Reports to the DPM on company delivery timelines.
Other sensitive information: _____	Yes / No Explain

Other Departments that may have relevant information

related to this item:____PHAC, PSPC, HC, ISED, GAC, NRC_____

Estimate of amount of time required to produce this information: _____weeks_____

Approximate number of pages:_____100s_____

To note – a significant amount of the information on vaccines is covered by a non-disclosure agreement.

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On October 22, 2020, the House of Commons debated an opposition day motion that included broad requests for information related to the government's response to the Coronavirus outbreak. Since the requests apply to multiple Ministers and their departments, we are making early efforts to identify types of documents that may be included in holdings for each request.

For each item, please indicate whether you have relevant information, and if so what type of information is it. Please also indicate if there are other departments that you think may have relevant information.

Please provide the completed table by closed of business on Monday, October 26, 2020.

Department: Public Services and Procurement Canada Departmental Contact: James Stott

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

w) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning **plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19, since March 19, 2020**;	Interpretation of the Motion / Assumptions: Final versions of documents only This would include all documents concerning the procurement of tests and testing materials. The terms "memoranda, emails, documents, notes and other records" should be interpreted broadly to include QP notes, daily statistical and situational reports, communications or media line packages, decks, placemats, etc The terms "plans, preparations, approvals and purchasing" should be interpreted broadly but exclude documents such as daily sitrep reports and statistical updates Emails will include only those with business value from senior management to the Minister or Deputy Minister (transactional emails excluded) "Senior management" is defined as ADM-level officials or higher Text messages and summaries of phone calls can be excluded. The start and end dates for searching for records is March 19, 2020 to October 26, 2020.
Legal Advice	Yes

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	The packages could include sensitive information regarding advance payments specifics that differ from normal practice The packages could include sensitive information regarding how risks are being transferred onto Canada and how vendors are obtaining Canada's agreement to indemnify them for any third party liability or first party liability. The packages could include sensitive information regarding warranties, approaches that differ from normal practice. The packages could contain sensitive information on the flexibility Canada is showing regarding needed proof of technical, financial and managerial competence by the vendors
Cabinet confidence (excluding minutes from Cabinet and Cabinet committees)	[redacted] The Act provides scope for the mandatory exclusion of Cabinet Confidences (section 69). Entities outside of the Executive are not legally entitled to view or access Cabinet Confidences and as such, providing this information in response to motions would constitute a breach. The application of the exemption under the Act is to be applied only after consultation and thorough review by departments' legal counsel. Consequently institutions are not a

s.69(1)(g)re: (e)

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

	position to share with the House documents which may or do contain Cabinet Confidences.
Personal Information	Yes Could contain email addresses/names/phone numbers of bidders or interested firms relating to the products or services in this category. Unless there is consent or the information is publicly available it would need to be redacted. Personal information cannot be shared by departments without the individuals consent. Section 8(2) of the Privacy Act does provide special Circumstances where disclosure without consent may be possible. Further analysis will be required based on type of personal information. However, disclosure to the Law Clerk for the House to apply the exemptions would constitute a privacy breach.
Commercially sensitive information	Yes Contractual related documents with testing and diagnostic suppliers. Papers relating to negotiations leading up to a contract until the contract has been executed or before the negotiations have been concluded. The disclosure of commercially sensitive information related to testing and diagnostic contractual documents, or even the possibility of its disclosure, would impact negotiations with companies that are at various stages and are quite delicate, could drive away new suppliers, and Canada could be seen as a less desirable purchaser. The packages could include sensitive information regarding advance payments specifics that differ from normal practice

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	The packages could include sensitive information regarding how risks are being transferred onto Canada and how vendors are obtaining Canada's agreement to indemnify them for any third party liability or first party liability. The packages could include sensitive information regarding warranties, approaches that differ from normal practice. The packages could contain sensitive information on the flexibility Canada is showing regarding needed proof of technical, financial and managerial competence by the vendors Disclosure, even inadvertent, in this context could also impact other important purchases of testing and diagnostic materials for subsequent waves of the pandemic. Ultimately, if we show an inability to protect commercially sensitive information, we may undermine our ability to protect Canadians and open Canada to legal risk in a highly litigious sector. The Access to Information Act provides that institutions consult the third party when they intend to disclose information where it could reasonably be expected to have a prejudice on the party. It provides a third party an opportunity to demonstrate the prejudice it would incur with the release of the said information. The fact of releasing this information to the House without such consultation would constitute a breach in these obligations.
National Security Exemption	**Highly improbable to use this exemption under ATA** Note: This differs from the National Security **Exception** used to issue the contracts. This relates to the injury to Canada's security, intelligence or military or that of Canadians, in the defence/hostility sense. It can be used when it could be "reasonably expected to be injurious to the conduct of international affairs, this could be information that relates to …

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	positions adopted or to be adopted by the Government of Canada for the purpose of present or future international negotiations" **Unfortunately, this exemption would be very difficult to apply to documents related to the subject of the motions.** Example related to contracts: FINTRAC purchase of specialized software
Injurious to FPT relations	The documents may capture information on consolidated buys for provinces and territories, information about their priorities and planning.
Advice to the Minister (not including Cabinet confidence)	Memos to the Minister to obtain approval for contract award, includes advice to the Minister [redacted] and commercial confidential information.
Other sensitive information: _____	Materials related to testing and diagnostic products and applications that are being purchased are in critical shortage worldwide and Canada is competing with other jurisdictions, it has not always been possible to immediately publish some sensitive details regarding contracts. Given that Canada is not a large player, we do not want to do anything that would harm our relationships with potential and current suppliers. It could also release information on regulatory matters. Views and opinions on tests, PPE and equipment that have not completed the regulatory process.

s.23

Other Departments that may have relevant information related to this item: Health Canada, PHAC, ISED,

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Estimate of amount of time required to produce this information: _____

Approximate number of pages: Given the enormous range and scope of the motion, which is likely to encompass many thousands of pages of material, and the exceedingly tight timeframes for the production of documents, already-stretched resources would be diverted from their critical pandemic response functions to review records, and ensure the necessary protections are applied so as not to endanger supply chains.

(x) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Prime Minister's Office, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada concerning **plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields, since March 19, 2020**; Question: are ventilators PPE?	Interpretation of the Motion / Assumptions: This would include all documents concerning the procurement of PPE, but does not cover logistics (domestic or international), flights/manifests, warehousing, or distribution. (tbc) Need to define "preparations" – vetting of suppliers? Getting warehouse space. Would need to determine if "purchasing" includes negotiations or is just the actual purchase, and would it cover testing products to meet Canadian standards? Final versions of documents only The terms "memoranda, emails, documents, notes and other records" should be interpreted broadly to include QP notes, daily statistical and situational reports, communications or media line packages, decks, placemats, etc The terms "plans, preparations, approvals and purchasing" should be interpreted broadly but exclude documents such as daily sitrep reports and statistical updates Emails will include only those with business value from senior management to the Minister or Deputy Minister (transactional emails excluded)

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	"Senior management" is defined as ADM-level officials or higher Emails, text messages and summaries of phone calls can be excluded. The start and end dates for searching for records is March 19, 2020 to October 26, 2020.	
Legal Advice	[redacted]	s.23
Cabinet confidence (excluding minutes from Cabinet and Cabinet committees)	[redacted]	s.69(1)(g)re: (e)

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	The Act further provides scope for the mandatory exclusion of Cabinet Confidences (section 69). Entities outside of the Executive are not legally entitled to view or access Cabinet Confidences and as such, providing this information in response to motions would constitute a breach. The application of the exemption under the Act is to be applied only after consultation and thorough review by departments' legal counsel. Consequently institutions are not a position to share with the House documents which may or do contain Cabinet Confidences.
Personal Information	Yes Could contain email addresses/names/phone numbers of bidders or interested firms relating to the products or services in this category. Unless there is consent or the information is publicly available it would need to be redacted. Personal information cannot be shared by departments without the individuals consent. Section 8(2) of the Privacy Act does provide special Circumstances where disclosure without consent may be possible. Further analysis will be required based on type of personal information. However, disclosure to the Law Clerk for the House to apply the exemptions would constitute a privacy breach.
Commercially sensitive information	Yes Contractual related documents with PPE suppliers. Papers relating to negotiations leading up to a contract until the contract has been executed or before the negotiations have been concluded.

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

	The disclosure of commercially sensitive information related to PPE contractual documents, or even the possibility of its disclosure, would impact negotiations with companies that are at various stages and are quite delicate, could drive away new suppliers, and Canada could be seen as a less desirable purchaser. Disclosure, even inadvertent, in this context could also impact other important purchases for subsequent waves of the pandemic. Ultimately, if we show an inability to protect commercially sensitive information, we may undermine our ability to protect Canadians and open Canada to legal risk in a highly litigious sector. The Access to Information Act provides that institutions consult the third party when they intend to disclose information where it could reasonably be expected to have a prejudice on the party. It provides a third party an opportunity to demonstrate the prejudice it would incur with the release of the said information. The fact of releasing this information to the House without such consultation would constitute a breach in these obligations.
National Security	**Highly improbable to use this exemption under ATA** Note: This differs from the National Security **Exception** used to issue the contracts. This relates to the injury to Canada's security, intelligence or military or that of Canadians, in the defence/hostility sense. It can be used when it could be "reasonably expected to be injurious to the conduct of international affairs, this could be information that relates to … positions adopted or to be adopted by the Government of Canada for the purpose of present or future international negotiations" **Unfortunately, this exemption would be very difficult to apply to documents related to the subject of the motions.**

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	Example related to contracts: FINTRAC purchase of specialized software
Injurious to FPT relations	Could be injurious to FPT that it could also release commercial terms of provincial contracts where we have partnered (eg. [redacted]. s.14
Advice to the Minister (not including Cabinet confidence)	Memos to the Minister to obtain approval for contract award, includes advice to the Minister [redacted] and commercial confidential information. s.23
Other sensitive information: _____	PPE Supplies that are being purchased are in critical shortage worldwide and Canada is competing with other jurisdictions, it has not always been possible to immediately publish some sensitive details regarding contracts. Given that Canada is not a large player, we do not want to do anything that would harm our relationships with potential and current suppliers. It could also release information on regulatory matters. Views and opinions on tests, PPE and equipment that have not completed the regulatory process.

Other Departments that may have relevant information related to this item: Health Canada, PHAC, ISED, NRC, DND, RCMP

Estimate of amount of time required to produce this information: _____

Approximate number of pages: Given the enormous range and scope of the motion, which is likely to encompass many thousands of pages of material, and the exceedingly tight timeframes for the production of documents, already-stretched resources would be diverted from their critical pandemic response functions to review records, and ensure the necessary protections are applied so as not to endanger supply chains.

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

(y) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the **COVID-19 Vaccine Task Force and its subcommittees**;	Interpretation of the Motion / Assumptions: The request would be limited to material sent to or received from the Task Force and information concerning the establishment of the Task Force, mandate, member selection, vetting of members, agendas, material circulated for meetings, minutes. The order would not include documents that simply reference the Task Force (e.g. communications material) and it work. Final versions of documents only The terms "memoranda, emails, documents, notes and other records" should be interpreted broadly to include QP notes, daily statistical and situational reports, communications or media line packages, decks, placemats, etc Emails will include only those with business value from senior management to the Minister or Deputy Minister (transactional emails excluded) "Senior management" is defined as ADM-level officials or higher Text messages and summaries of phone calls can be excluded. The start and end dates for searching for records is March 19, 2020 to October 26, 2020.
Legal Advice	[redacted]

s.23

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Cabinet confidence (excluding minutes from Cabinet and Cabinet committees)	[redacted] The Act provides scope for the mandatory exclusion of Cabinet Confidences (section 69). Entities outside of the Executive are not legally entitled to view or access Cabinet Confidences and as such, providing this information in response to motions would constitute a breach. The application of the exemption under the Act is to be applied only after consultation and thorough review by departments' legal counsel. Consequently institutions are not a position to share with the House documents which may or do contain Cabinet Confidences.
Personal Information	Yes Could contain email addresses/names/phone numbers of bidders or interested firms relating to the products or services in this category. Unless there is consent or the information is publicly available it would need to be redacted. Personal information cannot be shared by departments without the individuals consent. Section 8(2) of the Privacy Act does provide special Circumstances where disclosure without consent may be possible. Further analysis will be required based on type of personal information. However, disclosure to the Law Clerk for the House to apply the exemptions would constitute a privacy breach.

s.69(1)(g)re: (e)

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Commercially sensitive information	Yes
National Security	**Highly improbable to use this exemption under ATA** Note: This differs from the National Security **Exception** used to issue the contracts. This relates to the injury to Canada's security, intelligence or military or that of Canadians, in the defence/hostility sense. It can be used when it could be "reasonably expected to be injurious to the conduct of international affairs, this could be information that relates to … positions adopted or to be adopted by the Government of Canada for the purpose of present or future international negotiations" **Unfortunately, this exemption would be very difficult to apply to documents related to the subject of the motions.** Example related to contracts: FINTRAC purchase of specialized software
Injurious to FPT relations	Yes
Advice to the Minister (not including Cabinet confidence)	Yes Memos to the Minister to obtain approval for contract award, includes advice to the Minister [redacted] and commercial confidential information.
Other sensitive information: _____	

s.23

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Other Departments that may have relevant information related to this item: ISED, Health Canada, PHAC

Estimate of amount of time required to produce this information: _____

Approximate number of pages: Hundreds of pages (TBC)

(z) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the Government of **Canada's COVID-19 vaccine distribution and monitoring strategy, including, but not limited to anticipated timelines for the distribution of an approved COVID-19 vaccine across Canada and the prioritization of population groups for vaccination**;	Interpretation of the Motion / Assumptions: "Distribution" relates to the moving of vaccines from the federal government to provinces and territories. It does not include negotiation of contracts, contracts themselves, or the delivery of vaccines to the federal government Final versions of documents only The terms "memoranda, emails, documents, notes and other records" should be interpreted broadly to include QP notes, daily statistical and situational reports, communications or media line packages, decks, placemats, etc Emails will include only those with business value from senior management to the Minister or Deputy Minister (transactional emails excluded) "Senior management" is defined as ADM-level officials or higher Text messages and summaries of phone calls can be excluded. The start and end dates for searching for records is March 19, 2020 to October 26, 2020.

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Legal Advice	[redacted]	s.23
Cabinet confidence (excluding minutes from Cabinet and Cabinet committees)	[redacted]	s.69(1)(g)re: (e)
	The Act provides scope for the mandatory exclusion of Cabinet Confidences (section 69). Entities outside of the Executive are not legally entitled to view or access Cabinet Confidences and as such, providing this information in response to motions would constitute a breach. The application of the	

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	exemption under the Act is to be applied only after consultation and thorough review by departments' legal counsel. Consequently institutions are not a position to share with the House documents which may or do contain Cabinet Confidences.
Personal Information	Yes Could contain email addresses/names/phone numbers of bidders or interested firms relating to the products or services in this category. Unless there is consent or the information is publicly available it would need to be redacted. Personal information cannot be shared by departments without the individuals consent. Section 8(2) of the Privacy Act does provide special Circumstances where disclosure without consent may be possible. Further analysis will be required based on type of personal information. However, disclosure to the Law Clerk for the House to apply the exemptions would constitute a privacy breach.
Commercially sensitive information	Yes All of the information (including the APA, MOUs, Term Sheets, and related information) provided by the vaccine suppliers are commercial confidential and Canada is contractually bound to strict non-disclosure provisions. Suppliers have expressed serious concerns about the disclosure of such information.
National Security	**Highly improbable to use this exemption under ATA** Note: This differs from the National Security **Exception** used to issue the contracts. This relates to the injury to Canada's security, intelligence or military or that of Canadians, in the defence/hostility sense.

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	It can be used when it could be "reasonably expected to be injurious to the conduct of international affairs, this could be information that relates to … positions adopted or to be adopted by the Government of Canada for the purpose of present or future international negotiations" **Unfortunately, this exemption would be very difficult to apply to documents related to the subject of the motions.** Example related to contracts: FINTRAC purchase of specialized software
Injurious to FPT relations	Yes May include information from the provinces and territories regarding their requirements for distribution, priorities and plans.
Advice to the Minister (not including Cabinet confidence)	Yes Memos to the Minister to obtain approval for contract award, includes advice to the Minister [redacted] and commercial confidential information.
Other sensitive information: _____	

s.23

Other Departments that may have relevant information related to this item: PHAC, Health Canada

Estimate of amount of time required to produce this information: _____

Approximate number of pages: Hundreds of pages (tbc)

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Simmering, William

From: Cintrat, Jean
Sent: Wednesday, October 28, 2020 1:07 PM
To: Neilson, David; Sadaka, Pamela
Subject: FW: Motion
Attachments: Oct 26 motion guidance.docx; Oct 26 motion directives (003).docx

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Wednesday, October 28, 2020 1:01 PM
To: 'kendal.weber@canada.ca'; Maia, Ana (IC <ana.maia@canada.ca>; jessica.kerr@hrsdc-rhdcc.gc.ca; 'James.Stott@pwgsc-tpsgc.gc.ca'; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; 'Welbourne2, Maia (PHAC/ASPC)' <maia.welbourne2@canada.ca>; 'Faustin, Isabelle (PHAC/ASPC)' <isabelle.faustin@canada.ca>; 'Beaudoin, John (PHAC/ASPC)' <john.beaudoin@canada.ca>; 'martine.pelletier@hrsdc-rhdcc.gc.ca'; 'Prokipcak, Joseph (HC/SC)' <joseph.prokipcak@canada.ca>; 'Tremblay2, Genevieve (IC)' <genevieve.tremblay2@canada.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-bcp.gc.ca>; Munim, Ata-UL <Ata-UL.Munim@pco-bcp.gc.ca>; Peppy, Shaun <Shaun.Peppy@pco-bcp.gc.ca>; 'Champagne, Gaetan (IC)' <gaetan.champagne@canada.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; 'kendal.weber@canada.ca'; Maia, Ana (IC <ana.maia@canada.ca>; jessica.kerr@hrsdc-rhdcc.gc.ca; 'James.Stott@pwgsc-tpsgc.gc.ca'; 'Welbourne2, Maia (PHAC/ASPC)' <maia.welbourne2@canada.ca>; 'Faustin, Isabelle (PHAC/ASPC)' <isabelle.faustin@canada.ca>; 'Beaudoin, John (PHAC/ASPC)' <john.beaudoin@canada.ca>; 'martine.pelletier@hrsdc-rhdcc.gc.ca'; 'Prokipcak, Joseph (HC/SC)' <joseph.prokipcak@canada.ca>; 'Tremblay2, Genevieve (IC)' <genevieve.tremblay2@canada.ca>; 'Champagne, Gaetan (IC)' <gaetan.champagne@canada.ca>
Cc: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Subject: Motion

Please see attached guidance concerning the motion adopted by the House of Commons on October 26.
Veuillez trouver ci-joint des directives concernant la motion adoptée par la Chambre des communes le 26 octobre.

Jean Cintrat
Directeur des Opérations, Affaires parlementaires
Bureau du Conseil privé / Gouvernement du Canada
Director of Operations, Parliamentary Affairs
Privy Council Office / Government of Canada
jean.cintrat@pco-bcp.gc.ca / 613-947-3639

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Initial PCO Guidance

Fulfilling the October 26, 2020 House of Commons Motion to Provide Documents

Text of the motion (parts related to the production of documents):

> (u) an order of the House do issue for all memoranda, emails, documents, notes or other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Safety and Emergency Preparedness, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning options, plans and preparations for the GPHIN since January 1, 2018;
>
> (v) an order of the House do issue for a record of all communications between the government and the WHO in respect of options, plans or preparations for any future operation, or absence thereof, of the GPHIN, since January 1, 2018;
>
> (w) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19, since March 19, 2020;
>
> (x) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Prime Minister's Office, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada concerning plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields, since March 19, 2020;
>
> (y) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the COVID-19 Vaccine Task Force and its subcommittees;
>
> (z) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the Government of Canada's COVID-19 vaccine distribution and monitoring strategy, including, but not limited to anticipated timelines for the distribution of an approved COVID-19 vaccine across Canada and the prioritization of population groups for vaccination;
>
> (aa) minutes of meetings of the cabinet and its committees be excluded from this order and all documents issued pursuant to this order (i) be organized by department and be provided to the Office of the Law Clerk and Parliamentary Counsel as soon as is practicable in light of the pandemic, but, in any event, not later than November 30, 2020, and, if this is not possible, the Clerk of the Privy Council may request an extension of no more than seven days, by writing a

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letter to the committee, (ii) be vetted for matters of personal privacy information and national security, and, with respect to paragraph (y) only, be additionally vetted for information the disclosure of which could reasonably be expected to interfere with contractual or other negotiations between the Government of Canada and a third party, by the Law Clerk and Parliamentary Counsel within seven days of the receipt of the documents, (iii) be laid upon the table by the Speaker, at the next earliest opportunity, once vetted, and permanently referred to the Standing Committee on Health; and

(bb) within seven days after all documents have been tabled pursuant to paragraph (aa), the Minister of Health, the Minister of Public Services and Procurement, the Minister of Public Safety and Emergency Preparedness, and the Minister of Innovation, Science and Industry be ordered to appear separately as witnesses before the Standing Committee on Health, for at least three hours each.

Initial Guidance

The following provides initial guidance for departments and other federal organizations to respond to this motion. Further guidance from PCO will follow.

Documents to be Produced

Departments must retrieve and retain all documents pertaining to the motion.

- For section (u), HC, PCO and PHAC should provide all documents prepared between January 1, 2018 and October 26, 2020 inclusive concerning options, plans and preparations for the GPHIN.

- For section (v), all departments should provide all communications made between the government and the WHO between January 1, 2018 and October 26, 2020 inclusive concerning options, plans and preparations for any future operation, or absence thereof, of the GPHIN.

- For sections (w) and (x), HC, PCO, and PHAC should provide all documents prepared between March 19, 2020 and October 26, 2020 inclusive concerning:
  a) plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19; and
  b) plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields.

- For section (y), all departments should provide all documents prepared up to October 26, 2020 inclusive relating to the COVID-19 Vaccine Task Force and its subcommittees.

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- For section (z), all departments should provide all documents prepared up to October 26, 2020 inclusive concerning the Government of Canada's COVID-19 vaccine distribution and monitoring strategy.

Departments are responsible for ensuring the retrieval of relevant documents within their entire portfolio (e.g., Agencies, Crown Corporations, etc.).

The terms **"**notes" and "documents" should be interpreted broadly to include meeting notes, QP notes, daily stat reports and sit reps, communications or media line packages, decks, placemats, etc.

Please proceed with the identification of all relevant documents, and flag any documents where no potential redactions would apply. Further guidance regarding redaction will follow.

Consistent with usual practice, all documents relevant to the subject matter, whether or not they are deemed within scope, should be retained to ensure compliance with the Order.

Process

- The ongoing COVID-19 situation presents obvious operational challenges. Each organization should consider how to provide the required documents while ensuring the health and safety of its employees, taking into consideration their specific IM/IT systems, offsite access to documents and other logistical considerations.

- Internal approval processes are at each organization's discretion, keeping in mind the necessity of respecting timelines.

- Departments are responsible for passing this information on to their portfolio agencies, Crown corporations and other organizations, and for coordinating and reviewing their responses.

Timeline

Details on timelines will be provided at a later date.

Contact

If you have any questions, please feel free to contact: Jean Cintrat (jean.cintrat@pco-bcp.gc.ca) or Tamara Jeffrey (tamara.jeffrey@pco-bcp.gc.ca)

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Simmering, William

From: Cintrat, Jean
Sent: Wednesday, October 28, 2020 1:02 PM
To: Annik Larocque (ESDC); Cal Piché; Chad Mariage (ISED); Cintrat, Jean; Colleen Calvert (GAC); Corinne Boucher (SW); Corri Barr (PSPC); Danica Vaillancourt (NRCAN); Etienne Caouette-Fraser (CMHC); Francois Masse (ISC); Ian Miller (DND); Irene Balite (FIN); Iwan chan (ECCC); Jacques Dufort (VAC); Janhabi Nandy (TBS) ; Jennifer Cleary (VAC); Jennifer Mooney (DFO); Jenny Ratansi-Rodrigues (PCH); Jessica Kerr (ESDC); Jimmy M. Brrackenridge (TC); Joe Prokipcak (Health Canada); Karl El-Koura (INFC); katherine.macdonald (AAFC); Laura Corkill (PSPC); Lisa Smylie (SW); Lorraine McKenzie Presley (PS); Lorraine Redekop (CRA); Louise Hayes (TBS); Marc Vallières (PS); Martin Jourdenais (PCH); Megan Weekes (DND); Melissa Devlin-Coull (INFC); Michael Berg (GAC); Micheline Joanisse (NRCAN); Monique Bevan SCC; Pamela Carstens (SSC); Paul comeau (ECCC); Rebecca Barnes (GAC); Riley Hennessey (DND); Rima Hamoui (DFO); Sally Thorpe (INAC); Simon Cardinal (IRCC); Sophie Bédard (AAFC); Stephanie Littlejohn IRCC; Tara Hall (CRA); Tiffany Caron (SSC); Timothea Gibb (INAC / ISC); Yanike Legault (JUS); Zachary Healy (JUS)
Cc: Cintrat, Jean; Gray, Sarah; Jeffrey, Tamara; Lauzon, Adam; MacLean, Charles; Mendes, Annesha; Munim, Ata-UL; Nicholls, Melissa; Oda, Michael; Peppy, Shaun; Bédard, Rachelle; Trottier, Sarah; Wittenburg, Shane; Soni, Shannon-Marie; Adriana Simedrea (TC); Amelie Gelinas (PCH); Andrea King INFC; Annick Hector (ESDC); Benjamin Woodman (PSCP); Bryan Kirk (ESDC); Catherine Morin (PCH); Charles Choi VAC; christian.vezeau@canada.ca; Claudine Bouvier(PSPC); Dana Robinson; Daniela Bolivar (INFC); dyanna legare VAC; Emilie Anne Duval (TBS); Francois Harvey (FIN); Gaetan Champagne (ISED); Helga El-Zein (CRA); Isabelle LaFrenière (JUS) ; Jason Marshall (VAC); Joanne Contant (AAFC); Jordan Cicalo (HC); Julie Samson (ESDC); Laura Braun (PS); Marc Langis (PCH); Mark Power (JUS); Michael Ricco (ISED); Nastassia Mahdi (INFC); Baker, Nicole; Peter Ferguson (DFO); Ramzi Yonis (DFO); Rivet, Raymond; Rossano Bernardi (CRA); ryan.wichers (SSC); Sanjay Vachali (PSPC); Stephane McNicholl (NRCAN); Stephanie Littlejohn CIC; Susan Nadon; Tanya Guay (VAC); Winnie Pang CWC; Wladyslaw Kinastowsk (CRA)
Subject: Motion
Attachments: Oct 26 motion guidance.docx; Oct 26 motion directives (003).docx

Attachment is duplicate

As discussed this morning, please see attached guidance concerning the motion adopted by the House of Commons on October 26.
Tel que discuté ce matin, veuillez trouver ci-joint des directives concernant la motion adoptée par la Chambre des communes le 26 octobre.

Jean Cintrat
Directeur des Opérations, Affaires parlementaires
Bureau du Conseil privé / Gouvernement du Canada
Director of Operations, Parliamentary Affairs
Privy Council Office / Government of Canada
jean.cintrat@pco-bcp.gc.ca

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Simmering, William

From: Mondou, Isabelle
Sent: Wednesday, October 28, 2020 8:55 AM
To: Tessier, Jean
Cc: Butara, Frank; MacKillop, Ken; Hamel, Guylaine
Subject: Re: Lines for the companies

Thanks!

Sent from my BlackBerry 10 smartphone on the Bell network.

From: Tessier, Jean
Sent: Wednesday, October 28, 2020 8:54 AM
To: Mondou, Isabelle
Cc: Butara, Frank; MacKillop, Ken; Hamel, Guylaine
Subject: Re: Lines for the companies

hi Isabelle,

As of last night, lines were still moving through PSPC approvals. We are following up with them.

Sent from my iPhone

> On Oct 28, 2020, at 8:28 AM, Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca> wrote:
>
> Good morning,
>
> Any new on this front in case I am asked this morning?
>
> **From:** Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
> **Sent:** Tuesday, October 27, 2020 12:34 PM
> **To:** MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
> **Cc:** Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
> **Subject:** RE: Lines for the companies
>
> Hi,
>
> Will do Ken.
>
> Frank
>
> Frank Butara
> Privy Council Office / Bureau du Conseil privé
> Mobile: [redacted] s.16(2)

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From: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Sent: Tuesday, October 27, 2020 11:00 AM
To: Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Cc: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Subject: RE: Lines for the companies

Hi, Isabelle and I spoke.

This is not lines for use by the companies.

We are looking for consistent messaging across the GC on steps being taken to approach the commercially sensitive information and other info outlined in the motion.

s.23

We will need to liaise with ISED, HC-PHAC, PSPC, [redacted]

Jean, Frank, please set up a call with departments to discuss.

Thanks

Ken

From: Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
Sent: October 27, 2020 10:53 AM
To: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Subject: RE: Lines for the companies

We are following up Isabelle.

J

Jean Tessier

Director General, Operations (Communications)
Privy Council Office / Government of Canada
Jean.tessier@pco-bcp.gc.ca
Tel: 613-948-6677 / Cell: [redacted]

s.16(2)

Directeur général des opérations (Communications)
Bureau du Conseil privé / Gouvernement du Canada
Jean.tessier@pco-bcp.gc.ca
Tél. : 613-948-6677 / Cellulaire : [redacted]

From: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Sent: Tuesday, October 27, 2020 10:43 AM
To: Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Subject: Lines for the companies

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Jean and all:

We need to coordinate with PSPC, Health and others, the lines for the companies in light of the motion yesterday.

Please keep me in the loop.

Isabelle Mondou
Deputy Minister for the COVID-19 response (Communications)
Sous-ministre des communications en réponse à la COVID-19
Privy Council Office | Bureau du Conseil Privé
80 Wellington, room 304 | 80 rue Wellington, pièce 304
Ottawa, Ontario – K1A 0A3
Telephone | Téléphone: 613-957-5017
isabelle.mondou@pco-bcp.gc.ca

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Simmering, William

From: Mondou, Isabelle
Sent: Wednesday, October 28, 2020 12:31 PM
To: MacKillop, Ken; Butara, Frank; Tessier, Jean
Cc: Hamel, Guylaine
Subject: RE: Lines for the companies

Great! This was also discussed this morning I can debrief you.

From: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Sent: Wednesday, October 28, 2020 12:25 PM
To: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
Cc: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Subject: RE: Lines for the companies

Hi Isabelle,

Maia convened a PCO ADM call this morning to reflect on the issue related to PCO governance, departmental coordination of the approach, as well as messaging related to these elements.

s.23

There remains much to be clarified, however, we expect to have a set of high-level lines later this aft.

Thanks,

Ken

From: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Sent: October 28, 2020 8:29 AM
To: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
Cc: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Subject: RE: Lines for the companies
Importance: High

Good morning,

Any new on this front in case I am asked this morning?

From: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Sent: Tuesday, October 27, 2020 12:34 PM
To: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
Cc: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Subject: RE: Lines for the companies

Hi,

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Will do Ken.

Frank

Frank Butara
Privy Council Office / Bureau du Conseil privé
Mobile: [redacted] s.16(2)

From: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Sent: Tuesday, October 27, 2020 11:00 AM
To: Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Cc: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Subject: RE: Lines for the companies

Hi, Isabelle and I spoke.

This is not lines for use by the companies.

We are looking for consistent messaging across the GC on steps being taken to approach the commercially sensitive information and other info outlined in the motion.

We will need to liaise with ISED, HC-PHAC, PSPC, [redacted] s.23

Jean, Frank, please set up a call with departments to discuss.

Thanks

Ken

From: Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
Sent: October 27, 2020 10:53 AM
To: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Subject: RE: Lines for the companies

We are following up Isabelle.

J

Jean Tessier

Director General, Operations (Communications)
Privy Council Office / Government of Canada
Jean.tessier@pco-bcp.gc.ca
Tel: 613-948-6677 / Cell: [redacted] s.16(2)

Directeur général des opérations (Communications)
Bureau du Conseil privé / Gouvernement du Canada
Jean.tessier@pco-bcp.gc.ca
Tél. : 613-948-6677 / Cellulaire : [redacted]

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

From: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Sent: Tuesday, October 27, 2020 10:43 AM
To: Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Subject: Lines for the companies

Jean and all:

We need to coordinate with PSPC, Health and others, the lines for the companies in light of the motion yesterday.

Please keep me in the loop.

Isabelle Mondou
Deputy Minister for the COVID-19 response (Communications)
Sous-ministre des communications en réponse à la COVID-19
Privy Council Office | Bureau du Conseil Privé
80 Wellington, room 304 | 80 rue Wellington, pièce 304
Ottawa, Ontario – K1A 0A3
Telephone | Téléphone: 613-957-5017
isabelle.mondou@pco-bcp.gc.ca

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Simmering, William

From: Martel, Camille
Sent: Thursday, October 29, 2020 9:03 PM
To: Allison, Catherine (HC/SC); MacKenzie, Sara (HC/SC); Aung-Thin, Pamela (HC/SC); Earley, Jaimie (HC/SC); Payette, Louise (HC/SC)
Cc: Butara, Frank; Tessier, Jean
Subject: FOR HC REVIEW by 10 a.m.: Motion - guidance to departments

s.23

Good evening,
With sincere apologies for the tight timelines on this, we're hoping that Health Canada can review the messaging below one final time as there's a desire to share these with the comms community as soon as tomorrow. Our deadline is 10 a.m. (firm). [redacted] we're only looking for red flags at this time.

Messages:

We understand that current and prospective contractors and regulated parties may have concerns about the recently adopted parliamentary motion and its implications for information held by the Government of Canada.

The Government carefully and diligently manages proprietary and confidential business information, and is guided ***by the intent and principles*** *of the Access to Information Act and the agreed upon terms and conditions of specific contracts.*

We take this responsibility very seriously, and we will work closely with all implicated parties to ensure that information continues to be protected as per our legal and contractual obligation

Merci d'avance,
Camille

Camille Martel

Senior Analyst, Strategic Communications
Privy Council Office / Government of Canada
Camille.Martel@pco-bcp.gc.ca / Tel : 613-948-6565

Analyste principale, Communications stratégiques
Bureau du conseil privé / Gouvernement du Canada
Camille.Martel@pco-bcp.gc.ca / tél : 613-948-6565

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Simmering, William

From: Butara, Frank
Sent: Thursday, October 29, 2020 8:59 PM
To: Patterson, Adine; Martel, Camille
Cc: Tessier, Jean; Fennell, Melissa
Subject: Fwd: Motion - guidance to departments

Follow Up Flag: Follow up
Flag Status: Completed

Hi Adine and Camille,

s.23

Please see below. Can you please have pspc and HC review the messaging one more time? We need to send this to the comms community ASAP tomorrow, so we need approval by 10am please. [redacted] we are only looking for red flags.

Thanks,

Frank

Sent from my iPhone

Begin forwarded message:

> **From:** "Tessier, Jean" <Jean.Tessier@pco-bcp.gc.ca>
> **Date:** October 29, 2020 at 8:48:08 PM EDT
> **To:** "MacKillop, Ken" <Ken.MacKillop@pco-bcp.gc.ca>
> **Cc:** "Mondou, Isabelle" <Isabelle.Mondou@pco-bcp.gc.ca>, "Chretien, Kimberley" <Kimberley.Chretien@pco-bcp.gc.ca>, "Butara, Frank" <Frank.Butara@pco-bcp.gc.ca>, "Hamel, Guylaine" <Guylaine.Hamel@pco-bcp.gc.ca>
> **Subject: Re: Motion - guidance to departments**
>
> Hi Ken,
>
> As I was just writing to Isabelle, below are messages we have. I would think it wise to revalidate them through PSPC and HC.
>
> > Messages:
> >
> > *We understand that current and prospective contractors and regulated parties may have concerns about the recently adopted parliamentary motion and its implications for information held by the Government of Canada.*
> >
> > *The Government carefully and diligently manages proprietary and confidential business information, and is guided **by the intent and principles** of the Access to Information Act and the agreed upon terms and conditions of specific contracts.*

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

We take this responsibility very seriously, and we will work closely with all implicated parties to ensure that information continues to be protected as per our legal and contractual obligation

Sent from my iPhone

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

s.23

Simmering, William

From: Mondou, Isabelle
Sent: Thursday, October 29, 2020 8:58 PM
To: Tessier, Jean
Cc: Butara, Frank; MacKillop, Ken; Patterson, Adine
Subject: RE: Lines for the companies

Make sense.

From: Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
Sent: Thursday, October 29, 2020 8:42 PM
To: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Cc: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>
Subject: Re: Lines for the companies

Hi Isabelle

The lines came to us through PCO Policy who were chasing down the same thing through their own contacts at PSPC and HC in advance of a planned DM meeting. In the end, the DM meeting did not occur.

s.23

[redacted]

All this to say, it would be best to share these back through comms channels to confirm agreement that these are in fact final.

J

Sent from my iPhone

> On Oct 29, 2020, at 8:06 PM, Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca> wrote:
>
> Already better. Has it been approved by PSPC chain of command.
>
> ---
>
> **From:** Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
> **Sent:** Thursday, October 29, 2020 8:02 PM
> **To:** Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
> **Cc:** Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>
> **Subject:** RE: Lines for the companies
>
> Apologies Isabelle,
>
> I realize that I did not close the loop with you on this. s.23
>
> [redacted]

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[redacted] s.23

Messages:

We understand that current and prospective contractors and regulated parties may have concerns about the recently adopted parliamentary motion and its implications for information held by the Government of Canada.

*The Government carefully and diligently manages proprietary and confidential business information, and is guided **by the intent and principles** of the Access to Information Act and the agreed upon terms and conditions of specific contracts.*

We take this responsibility very seriously, and we will work closely with all implicated parties to ensure that information continues to be protected as per our legal and contractual obligations. I

Jean Tessier

Director General, Operations (Communications)
Privy Council Office / Government of Canada
Jean.tessier@pco-bcp.gc.ca
Tel: 613-948-6677 / Cell: [redacted]

Directeur général des opérations (Communications)
Bureau du Conseil privé / Gouvernement du Canada
Jean.tessier@pco-bcp.gc.ca
Tél. : 613-948-6677 / Cellulaire : [redacted]

s.16(2)

From: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Sent: Wednesday, October 28, 2020 8:30 PM
To: Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
Cc: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>
Subject: RE: Lines for the companies

Thanks Jean!

From: Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
Sent: Wednesday, October 28, 2020 8:29 PM
To: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Cc: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>
Subject: Re: Lines for the companies

Hi Isabelle,

s.23

[redacted]Possible that statement was interpreted broadly. Also possible there is a nuance in this regard.

J

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Sent from my iPhone

On Oct 28, 2020, at 7:13 PM, Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca> wrote:

Thanks, except that ATIP does not apply to Parliament.

From: Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
Sent: Wednesday, October 28, 2020 7:13 PM
To: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Cc: Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>
Subject: RE: Lines for the companies

Hi Isabelle,

s.23

As an update, please see below the draft lines that were developed on this subject, together PHAC and PSPC, and PCO policy colleagues. [redacted]

We understand that current and prospective contractors and regulated parties may have concerns about the recently adopted parliamentary motion and its implications for information held by the Government of Canada.

The Government carefully and diligently manages proprietary and confidential business information, and is guided by the Access to Information Act and the agreed upon terms and conditions of specific contracts.

We take this responsibility very seriously, and we will work closely with all implicated parties to ensure that information continues to be protected as per our legal and contractual obligations.

Jean Tessier

Director General, Operations (Communications)
Privy Council Office / Government of Canada
Jean.tessier@pco-bcp.gc.ca
Tel: 613-948-6677 / Cell: [redacted]

s.16(2)

Directeur général des opérations (Communications)
Bureau du Conseil privé / Gouvernement du Canada
Jean.tessier@pco-bcp.gc.ca
Tél. : 613-948-6677 / Cellulaire : [redacted]

From: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Sent: Tuesday, October 27, 2020 10:43 AM
To: Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-

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bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Subject: Lines for the companies

Jean and all:

We need to coordinate with PSPC, Health and others, the lines for the companies in light of the motion yesterday.

Please keep me in the loop.

Isabelle Mondou
Deputy Minister for the COVID-19 response (Communications)
Sous-ministre des communications en réponse à la COVID-19
Privy Council Office | Bureau du Conseil Privé
80 Wellington, room 304 | 80 rue Wellington, pièce 304
Ottawa, Ontario – K1A 0A3
Telephone | Téléphone: 613-957-5017
isabelle.mondou@pco-bcp.gc.ca

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Simmering, William

From: Tessier, Jean
Sent: Thursday, October 29, 2020 8:48 PM
To: MacKillop, Ken
Cc: Mondou, Isabelle; Chretien, Kimberley; Butara, Frank; Hamel, Guylaine
Subject: Re: Motion - guidance to departments

Hi Ken,

As I was just writing to Isabelle, below are messages we have. I would think it wise to revalidate them through PSPC and HC.

> Messages:
>
> *We understand that current and prospective contractors and regulated parties may have concerns about the recently adopted parliamentary motion and its implications for information held by the Government of Canada.*
>
> *The Government carefully and diligently manages proprietary and confidential business information, and is guided **by the intent and principles** of the Access to Information Act and the agreed upon terms and conditions of specific contracts.*
>
> *We take this responsibility very seriously, and we will work closely with all implicated parties to ensure that information continues to be protected as per our legal and contractual obligation*

Sent from my iPhone

> On Oct 29, 2020, at 8:27 PM, MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca> wrote:
>
> Jean,
>
> Given the issuance of this guidance yesterday from PCO LNHP, it would be useful if we could also distribute this along with the coordinated set of key messages to comms colleagues tomorrow.
>
> Do you think we have the messages ready to share?
>
> Thanks
>
> Ken
>
> **From:** Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
> **Sent:** October 28, 2020 1:06 PM
> **To:** MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>

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Cc: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Subject: FW: Motion

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Wednesday, October 28, 2020 1:01 PM
To: 'kendal.weber@canada.ca'; Maia, Ana (IC <ana.maia@canada.ca>; jessica.kerr@hrsdc-rhdcc.gc.ca; 'James.Stott@pwgsc-tpsgc.gc.ca'; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; 'Welbourne2, Maia (PHAC/ASPC)' <maia.welbourne2@canada.ca>; 'Faustin, Isabelle (PHAC/ASPC)' <isabelle.faustin@canada.ca>; 'Beaudoin, John (PHAC/ASPC)' <john.beaudoin@canada.ca>; 'martine.pelletier@hrsdc-rhdcc.gc.ca'; 'Prokipcak, Joseph (HC/SC)' <joseph.prokipcak@canada.ca>; 'Tremblay2, Genevieve (IC)' <genevieve.tremblay2@canada.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-bcp.gc.ca>; Munim, Ata-UL <Ata-UL.Munim@pco-bcp.gc.ca>; Peppy, Shaun <Shaun.Peppy@pco-bcp.gc.ca>; 'Champagne, Gaetan (IC)' <gaetan.champagne@canada.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; 'kendal.weber@canada.ca'; Maia, Ana (IC <ana.maia@canada.ca>; jessica.kerr@hrsdc-rhdcc.gc.ca; 'James.Stott@pwgsc-tpsgc.gc.ca'; 'Welbourne2, Maia (PHAC/ASPC)' <maia.welbourne2@canada.ca>; 'Faustin, Isabelle (PHAC/ASPC)' <isabelle.faustin@canada.ca>; 'Beaudoin, John (PHAC/ASPC)' <john.beaudoin@canada.ca>; 'martine.pelletier@hrsdc-rhdcc.gc.ca'; 'Prokipcak, Joseph (HC/SC)' <joseph.prokipcak@canada.ca>; 'Tremblay2, Genevieve (IC)' <genevieve.tremblay2@canada.ca>; 'Champagne, Gaetan (IC)' <gaetan.champagne@canada.ca>
Cc: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Subject: Motion

Please see attached guidance concerning the motion adopted by the House of Commons on October 26.
Veuillez trouver ci-joint des directives concernant la motion adoptée par la Chambre des communes le 26 octobre.

Jean Cintrat
Directeur des Opérations, Affaires parlementaires
Bureau du Conseil privé / Gouvernement du Canada
Director of Operations, Parliamentary Affairs
Privy Council Office / Government of Canada
jean.cintrat@pco-bcp.gc.ca / 613-947-3639

<Oct 26 motion guidance.docx>
<Oct 26 motion directives (003).docx>

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Simmering, William

From: Bettencourt, Sarah (HC/SC) <sarah.bettencourt@canada.ca>
Sent: Thursday, October 29, 2020 4:16 PM
To: Annik Larocque (ESDC; Cal Piche; Mariage, Chad (IC); Colleen Calvert (GAC; Corinne Boucher (SW; Corri Barr (PSPC; Vaillancourt, Danica (NRCAN/RNCAN); Etienne Caouette-Fraser (CMHC; Masse, Francois (AADNC/AANDC); Ian Miller (DND; Balite, Irene (FIN); Chan, Iwan (EC); Dufort, Jacques (HC/SC); Nandy, Janhabi (Ext.); Cintrat, Jean; Cleary, Jennifer (VAC/ACC); Jennifer Mooney (DFO; Ratansi-Rodrigues, Jenny (PCH); Jessica Kerr (ESDC; Jimmy M. Brackenridge (TC; Prokipcak, Joseph (HC/SC); El-Koura, Karl (INFC); MacDonald2, Katherine (AAFC/AAC); Laura Corkill (PSCP; Smylie, Lisa (Ext.); McKenzie Presley, Lorraine (PS/SP); Lorraine Redekop (CRA; Louise Hayes (TBS; Vallières, Marc (PS/SP); Jourdenais, Martin (PCH); Megan Weekes (DND; Devlin-Coull, Melissa (INFC); Michael Berg (GAC; Joanisse, Micheline (NRCan/RNCan); Bevan, Monique (SSC/SPC); Carstens, Pamela (SSC/SPC); Comeau, Paul (EC); Rebecca Barnes (GAC; Riley Hennessey (DND; Rima Hamoui (DFO; Thorpe, Sally (AADNC/AANDC); Simon Cardinal (IRCC; Bedard, Sophie (AAFC/AAC); Stephanie Littlejohn (IRCC; Tara Hall (CRA; Caron, Tiffany (SSC/SPC); Gibb, Timothea (AADNC/AANDC); Yanike Legault (JUS; Zachary Healy (JUS;
Cc: Adriana Simedrea (TC; Gélinas, Amélie (PCH); King, Andrea (INFC); Annick Hector (ESDC; Baker, Nicole; Bédard, Rachelle; Benjamin Woodman (PSPC; Bryan Kirk (ESDC; Morin, Catherine (PCH); Choi2, Charles (VAC/ACC); Vezeau, Christian (PC); Cintrat, Jean; Claudine Bouvier (PSPC; Dana Robinson (TBS; Bolivar, Danelia (INFC); Legare, Dyanna (VAC/ACC); Emilie Anne Duval (TBS; Harvey, François (FIN); Champagne, Gaetan (IC); Gray, Sarah; Helga El-Zein (CRA; Isabelle Lafreniere (JUS; Marshall, Jason (VAC/ACC); Jeffrey, Tamara; Contant, Joanne (AAFC/AAC); Cicalo, Jordan (HC/SC); Julie Samson (ESDC; Braun, Laura (PS/SP); Lauzon, Adam; MacLean, Charles; Langis, Marc (PCH); Mark Power (JUS; Mendes, Annesha; Ricco, Michael (INFC); Munim, Ata-UL; Natassia Mahdi (INFC; Nicholls, Melissa; Oda, Michael; Peppy, Shaun; Peter Ferguson (DFO; Ramzi Yonis (DFO; Rivet, Raymond; Rossano Bernardi (CRA; Wichers, Ryan (SSC/SPC); Sanjay Vachali (PSPC; McNicholl, Stephane (NRCan/RNCan); Nadon, Susan (PS/SP); Guay, Tanya (IC); Trottier, Sarah; Winnie Pang (CWC; Wittenburg, Shane; Wladyslaw Kinastowsk (CRA Prokipcak, Joseph (HC/SC); Chevrier, Nathan (HC/SC); Bialek, Tanya (HC/SC); Leite, Wilson (HC/SC); Marinelli, Lisa (HC/SC); Derkacz, Steve (HC/SC); Ricard-Lacroix, Chantal (HC/SC); Lamarche, Jocelyne (HC/SC); Simpson, Lisa (HC/SC); Carriere, Nadine (HC/SC); Ramos2, Julie (HC/SC); Penno, Kim (HC/SC); Davitsky, Jodi (HC/SC); Bombardier, Manon (HC/SC); Baker, Connie (HC/SC); Ion, Colin (PHAC/ASPC); Cundell, Debbie (PHAC/ASPC); Hogan, Erica (PHAC/ASPC); Hall, Suzanne (PHAC/ASPC); Rattray, Lee (PHAC/ASPC); Milford, Steffie (PHAC/ASPC); Schjott, Natalie (PHAC/ASPC); Charron, Jean-Paul (PHAC/ASPC); Weber, Kendal (HC/SC); Orawiec, Emma (HC/SC); Kochhar, Harpreet (HC/SC); Bourbonnais2, Christine (HC/SC); Salter, Anne-Marie (HC/SC); Armstrong, Janelle (HC/SC); Barker, Tyler (HC/SC); Beauregard-Tellier, Frederic (PHAC/ASPC); Bettencourt, Sarah (HC/SC); Bogden, Jacqueline (HC/SC); Conrad, Alexis (HC/SC); Desrosiers, Julie M (HC/SC); Eng, Connie (HC/SC); Filson, Aaron (HC/SC); Fornarolo2, Patricia (HC/SC); Geoffroy.bilodeau-fortin2@canada.ca; Hamzawi, Nancy (HC/SC); Kirjan, Christine (HC/SC); Larabie, Cheryl (HC/SC); Larizza, Lindsy (HC/SC); Chaloner, Laura (HC/SC); Levesque2, Kaili (HC/SC); Linklater, Les (HC/SC); Manick, Alexis (HC/SC); Meliambro, Amanda (HC/SC); Miles, Kristen (HC/SC); Murseli, Lissa (HC/SC); Nicholas.obomsawin2@canada.ca; Nisbet, Kari (HC/SC); Noad, Lindsay (NRCAN/RNCAN); Poliquin, Stéphanie (HC/SC); Torrie, Rachel (HC/SC); Strawczynski2, Sara (NRCAN/RNCAN); Cain, Todd (HC/SC); Verma, Priya (HC/SC); Voisin2, Jocelyne (HC/SC); Welbourne2, Maia (PHAC/ASPC); Wilton, Christopher (HC/SC); Yeates, Neil (HC/SC)

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Subject: TASKING - Motion (y) Production of Papers - COVID-19

Good afternoon,

A motion was adopted by the House of Commons following a vote on October 26, 2020 that included six motions for the production of papers.

This is the tasking for the following motion:

an order of the House to issue for all memoranda, e-mails, documents, notes and other records relating to the COVID-19 Vaccine Task Force and its subcommittees;

Note that taskings will follow on the other motions.

Please respond as soon as possible as to whether you have a nil response or whether your organization will be providing documents

Please provide all relevant records, with associated recommendations on redactions to be applied, by no later than COB November 16, 2020. A shared drive folder has been set-up to facilitate digital sharing of the records with ATIP Operations and Parliamentary Affairs (Y:\Production Orders\HC or PHAC\Your Branch\Motion name). Please contact Sarah Bettencourt if additional access is needed.

Your Single Window contacts are copied on this email in the interest of time, and detailed retrieval instructions are attached. We are requesting specific retrieval processes and naming conventions in order to facilitate the processing of these documents across both Health Canada and Public Health Agency of Canada. I appreciate your support in following these procedures.

Please note that we also require a confirmation of ADM approval of release of the provided information in the form of an e-mail or signed routing slip.

Further guidance will be coming on the issue of document translation.

Interpretation of the Motion

- The end date for searching for records is October 26, 2020.
- The terms "memoranda, emails, documents, notes and other records" should be interpreted broadly to include any document (including electronic records).
- If in doubt about the relevance of a document, please err on the side of caution and provide the document so that it can be evaluated for relevance.

Redactions

Guidance on applying redactions to the documents will follow.

If you have any questions, please do not hesitate to reach out to Sarah Bettencourt (sarah.bettencourt@canada.ca) or Joe Prokipcak (joseph.prokipcak@canada.ca)

Thanks,
Sarah

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Bon après-midi,

Une motion a été adoptée par la Chambre des communes à la suite d'un vote le 26 octobre 2020 qui comprenait six motions pour la production de documents.

Ceci est une demande pour la motion suivante :

un ordre de la Chambre ne délivrent pour tous les mémorandums, courriels, documents, notes et autres dossiers du Bureau du Premier ministre, du Bureau du Conseil privé, du bureau du ministre des Services publics et de l'approvisionnement, du bureau du ministre de la Santé, de Santé Canada et de l'Agence de la santé publique du Canada, concernant les plans, les préparations, les approbations et l'achat de produits de test COVID-19, y compris les tests, les réactifs, les écouvillons, le matériel de laboratoire et autres matériels liés aux tests et aux applications de test utilisés dans le diagnostic de COVID-19, depuis le 19 mars 2020 ;

Notez que les tâches suivront les autres motions.

Veuillez fournir tous les dossiers pertinents, avec les recommandations associées sur les expurgations à appliquer, au plus tard le 16 novembre 2020. Un dossier sur disque partagé a été créé pour faciliter le partage numérique des dossiers avec les Opérations AIPRP et les Affaires parlementaires (Y:\Ordonnances de production\NHC ou PHAC\NVotre Direction\NNN Nom de la motion). Veuillez contacter Sarah Bettencourt si un accès supplémentaire est nécessaire.

Pour gagner du temps, vos contacts du guichet unique sont copiés sur ce courriel, et des instructions détaillées de récupération sont jointes. Nous demandons des processus de récupération et des conventions de dénomination spécifiques afin de faciliter le traitement de ces documents à la fois à Santé Canada et à l'Agence de la santé publique du Canada. J'apprécie votre soutien dans le respect de ces procédures.

Veuillez noter que nous avons également besoin d'une confirmation de l'approbation par le SMA de la diffusion des informations fournies sous la forme d'un courriel ou d'une fiche d'acheminement signée.

D'autres orientations seront fournies sur la question de la traduction des documents.

<u>Interprétation de la motion</u>
- Les dates de début et de fin de la recherche de documents sont le 19 mars 2020 et le 26 octobre 2020.
- Les termes "mémoires, courriels, documents, notes et autres enregistrements" doivent être interprétés au sens large pour inclure tout document (y compris les enregistrements électroniques).
- En cas de doute sur la pertinence d'un document, veuillez faire preuve de prudence et fournir le document afin que sa pertinence puisse être évaluée.

Nous attendons de recevoir de plus amples informations sur l'interprétation de la motion et nous vous les communiquerons dès que possible.

<u>Rédactions</u>
Des conseils sur l'application de la censure aux documents suivront.

Si vous avez des questions, n'hésitez pas à contacter Sarah Bettencourt (sarah.bettencourt@canada.ca) ou Joe Prokipcak (joseph.prokipcak@canada.ca)

Je vous remercie,
Sarah

Sarah Bettencourt

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Policy Analyst | Analyste de politiques
Cabinet & Parliamentary Affairs | Division des affaires du cabinet et parlementaires
Policy Coordination and Planning Directorate | Direction de la coordination et de la planification des politiques
Strategic Policy Branch | Direction générale de la politique stratégique
Health Canada | Santé Canada
Brooke Claxton Building | 70 Colombine Driveway, Tunney's Pasture
(613) 941-0523

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Simmering, William

From: Cintrat, Jean
Sent: Friday, October 30, 2020 3:06 PM
To: Neilson, David
Cc: Sadaka, Pamela
Subject: RE: Motion

It can wait. I have a 4C meeting at 4. Perhaps toward 5pm?

From: Neilson, David <David.Neilson@pco-bcp.gc.ca>
Sent: Friday, October 30, 2020 3:00 PM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Cc: Sadaka, Pamela <Pamela.Sadaka@pco-bcp.gc.ca>
Subject: RE: Motion

Ok, I'm in a meeting until 4, can I call you then or should I step out?

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Friday, October 30, 2020 2:58 PM
To: Neilson, David <David.Neilson@pco-bcp.gc.ca>
Cc: Sadaka, Pamela <Pamela.Sadaka@pco-bcp.gc.ca>
Subject: RE: Motion **s.21(1)(b)**

This is about [redacted] – heads-up.

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Friday, October 30, 2020 11:51 AM
To: Neilson, David <David.Neilson@pco-bcp.gc.ca>
Cc: Sadaka, Pamela <Pamela.Sadaka@pco-bcp.gc.ca>
Subject: Re: Motion

s.16(2)

Hi please give me a call when you can [redacted]

Jean

> On Oct 30, 2020, at 11:30 AM, Neilson, David <David.Neilson@pco-bcp.gc.ca> wrote:
>
> Hi Jean,
>
> Given the possible amount of information, I think we need to think about translation early on in the process and maybe even have someone from the Translation Bureau sit in on some of these meetings.
>
> Can we add translation to the guidance that is being shared with departments? Maybe we can start the translation before we begin the process to review the information for exemptions or exclusions.
>
> Happy to discuss further.

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Thanks,

David

David Neilson

Executive Director / Access to Information and Privacy & Information Management
Privy Council Office / Government of Canada
David.Neilson@pco-bcp.gc.ca / Tel. 613-957-5228 / Fax 613-960-4201

Directeur exécutif / Accès à l'information et protection des renseignements personnels et Gestion de l'information
Bureau du Conseil privé / Gouvernement du Canada
David.Neilson@pco-bcp.gc.ca / Tél. 613-957-5228 / Télécopieur 613-960-4201

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Wednesday, October 28, 2020 1:07 PM
To: Neilson, David <David.Neilson@pco-bcp.gc.ca>; Sadaka, Pamela <Pamela.Sadaka@pco-bcp.gc.ca>
Subject: FW: Motion

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Wednesday, October 28, 2020 1:01 PM
To: 'kendal.weber@canada.ca'; Maia, Ana (IC <ana.maia@canada.ca>; jessica.kerr@hrsdc-rhdcc.gc.ca; 'James.Stott@pwgsc-tpsgc.gc.ca'; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; 'Welbourne2, Maia (PHAC/ASPC)' <maia.welbourne2@canada.ca>; 'Faustin, Isabelle (PHAC/ASPC)' <isabelle.faustin@canada.ca>; 'Beaudoin, John (PHAC/ASPC)' <john.beaudoin@canada.ca>; 'martine.pelletier@hrsdc-rhdcc.gc.ca'; 'Prokipcak, Joseph (HC/SC)' <joseph.prokipcak@canada.ca>; 'Tremblay2, Genevieve (IC)' <genevieve.tremblay2@canada.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-bcp.gc.ca>; Munim, Ata-UL <Ata-UL.Munim@pco-bcp.gc.ca>; Peppy, Shaun <Shaun.Peppy@pco-bcp.gc.ca>; 'Champagne, Gaetan (IC)' <gaetan.champagne@canada.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; 'kendal.weber@canada.ca'; Maia, Ana (IC <ana.maia@canada.ca>; jessica.kerr@hrsdc-rhdcc.gc.ca; 'James.Stott@pwgsc-tpsgc.gc.ca'; 'Welbourne2, Maia (PHAC/ASPC)' <maia.welbourne2@canada.ca>; 'Faustin, Isabelle (PHAC/ASPC)' <isabelle.faustin@canada.ca>; 'Beaudoin, John (PHAC/ASPC)' <john.beaudoin@canada.ca>; 'martine.pelletier@hrsdc-rhdcc.gc.ca'; 'Prokipcak, Joseph (HC/SC)' <joseph.prokipcak@canada.ca>; 'Tremblay2, Genevieve (IC)' <genevieve.tremblay2@canada.ca>; 'Champagne, Gaetan (IC)' <gaetan.champagne@canada.ca>
Cc: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Subject: Motion

Please see attached guidance concerning the motion adopted by the House of Commons on October 26.
Veuillez trouver ci-joint des directives concernant la motion adoptée par la Chambre des communes le 26 octobre.

Jean Cintrat
Directeur des Opérations, Affaires parlementaires
Bureau du Conseil privé / Gouvernement du Canada
Director of Operations, Parliamentary Affairs

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Privy Council Office / Government of Canada
jean.cintrat@pco-bcp.gc.ca / 613-947-3639

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Simmering, William

From: Tremblay, Christyne
Sent: Friday, October 30, 2020 5:26 PM
To: Kennedy, Simon (IC)
Cc: Drouin, Nathalie G. (DM/SM); Lucas, Stephen (HC/SC); Stewart, Iain (PHAC/ASPC); Glover, Paul (SSC/SPC); Bill Matthews; McCowan, Ian; Pham, Thao; Mondou, Isabelle; van Dieen, Jodie; Fee, Stuart; Desjardins, Marie-Josée
Subject: Re: Some informal intel on document retrieval re: the motion on COVID-19

Thank you Simon for this thoughtful feedback and the calls you did to gather the informations. This is very useful for our conservation in few minutes...

Christyne

Christyne Tremblay
Sous-greffière du Conseil privé et sous-ministre des Affaires intergouvernementales
Deputy Clerk of the Privy Council and Deputy Minister of Intergovernmental Affairs
Government of Canada | Gouvernement du Canada

> Le 30 oct. 2020 à 17:20, Kennedy, Simon (IC) <simon.kennedy@canada.ca> a écrit :
>
> A further update as I also heard back from Deloitte specialists in this area. I can report at our meeting.
>
> - First and notably, they suggested a cost magnitude more modest than I had indicated below, based on their understanding of the possible scope of the problem.
>
> - Second, they underlined that 30 days not enough - they thought 60 days was doable.
>
> Simon
>
> Simon Kennedy
> Deputy Minister
> Innovation, Science and Economic Development Canada
> 235 Queen Street
> Ottawa, Ontario
> K1A 0H5
> Phone: 343-291-2888
>
> ----------

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Simon Kennedy
Sous-ministre
Innovation, Sciences et Développement économique Canada
235, rue Queen
Ottawa (Ontario)
K1A 0H5
Tél: 343-291-2888

-----Original Message-----
From: Drouin, Nathalie G. (DM/SM) <Nathalie.G.Drouin@justice.gc.ca>
Sent: October 30, 2020 2:26 PM
To: Kennedy, Simon (IC) <simon.kennedy@canada.ca>; Tremblay, Christyne <Christyne.Tremblay@pco-bcp.gc.ca>; Lucas, Stephen (HC/SC) <stephen.lucas@canada.ca>; Stewart, Iain (PHAC/ASPC) <iain.stewart@canada.ca>; Glover, Paul (SSC/SPC) <paul.glover@canada.ca>; Bill Matthews <bill.matthews@tpsgc-pwgsc.gc.ca>; McCowan, Ian <Ian.McCowan@pco-bcp.gc.ca>; Pham, Thao <Thao.Pham@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; van Dieen, Jodie (PCO) <Jodie.vanDieen@pco-bcp.gc.ca>
Cc: Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>; Desjardins, Marie-Josée <Marie-Josee.Desjardins@pco-bcp.gc.ca>
Subject: RE: Some informal intel on document retrieval re: the motion on COVID-19

s.21(1)(b)
s.23

Thanks Simon,

[redacted]

-----Original Message-----
From: Kennedy, Simon (IC) <simon.kennedy@canada.ca>
Sent: Friday, October 30, 2020 1:21 PM
To: Tremblay, Christyne <Christyne.Tremblay@pco-bcp.gc.ca>; Lucas, Stephen (HC/SC) <stephen.lucas@canada.ca>; Stewart, Iain (PHAC/ASPC) <iain.stewart@canada.ca>; Glover, Paul (SSC/SPC) <paul.glover@canada.ca>; Bill Matthews <bill.matthews@tpsgc-pwgsc.gc.ca>; McCowan, Ian <Ian.McCowan@pco-bcp.gc.ca>; Pham, Thao <Thao.Pham@pco-bcp.gc.ca>; Drouin, Nathalie G. (DM/SM) <Nathalie.G.Drouin@justice.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; van Dieen, Jodie (PCO) <Jodie.vanDieen@pco-bcp.gc.ca>
Cc: Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>; Desjardins, Marie-Josée <Marie-Josee.Desjardins@pco-bcp.gc.ca>
Subject: Some informal intel on document retrieval re: the motion on COVID-19

Christyne:

As promised last night, I reached out to a few trusted and very senior colleagues in the private sector to get some soundings on how one could manage this. I heard back last night and this morning. Here is a distillation of my conversations, for the benefit of all. Some or perhaps most of this might already be well known to Nathalie or others, but it seemed better to share this now than not, since things are moving so fast:

- what is at issue here, indeed, has parallels in very large court cases and in certain regulatory processes (such as when a regulator demands information needed to advance an investigation). In

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these circumstances, vast numbers of documents have to be gathered together and organized relatively quickly

- the large law and consulting firms have specialized expertise in this area (e.g. Osler, Torys). It sounds as if there are also specialized players who do this on a boutique basis

- Some law firms can manage the production of vast numbers of documents in-house, if they have the capability; or they can partner with a consulting firm to actually organize and warehouse the documents, under their supervision; or a consulting firm can do this own their own. There seem to be advantages and disadvantages to each model

- Deloitte came up in my discussions with different people as a leader in this area, although others such as KPMG were also noted. Considerations that matter in deciding on a vendor include the security protocols of the firm warehousing the information and whether their servers are in Canada, etc

- We can expect the process of identifying and transferring all of the documents across multiple departments in electronic format to be very time consuming and in this sense every day counts. The chosen firm will need to prepare the data warehouse and work with departments on transfer of the material in all of the different formats. I was told that we should work as fast as possible to get this initial and relatively clear task under way given the time constraints

- once documents are transferred, there are then automated processes applied to remove duplicates and to train software to classify and recognize sensitive documents, or other materials of interest, and to allow for intelligent retrieval of materials on the basis of access requests. There is industry standard and quite sophisticated software systems that do this, which the big firms use. It takes time to train and set up the search parameters and so forth; this requires input from the client(s) so the system knows what to look for etc

- Usually in big legal cases, agreement is reached ahead of time between the opposing parties about how this process of "e-discovery" will work, presumably so that there can be no accusations later that the process has been manipulated for one side or the other's gain. In other words, even the process of archiving documents digitally and how they will be managed and retrieved is subject to a negotiated agreement

- 30 days was seen as far too ambitious to complete the steps above, likely even too ambitious simply to gather and warehouse all the materials, let alone train the software; one of the contacts said 90 days would be much more realistic. As a part of the negotiated e-discovery process noted in the preceding paragraph, my contacts indicated that one could allow for things such as rolling access to documents -- i.e. agreement with the other side to turn stuff over in stages, rather than all at once. This might be something we will need to consider

- I have been given the names of some of the experts in this area, who are happy to take further calls to discuss or toss around possibilities

- All of the above was done with the clear understanding that I was just collecting helpful perspectives, with no offer or expectation of future work

So the bottom lines:

- there are firms in Canada that specialize in doing this and know how to proceed

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- We have line of sight to the names of at least a few people who know this business and can help us get organized quickly, or give us some informal advice
- this will involve a multi-million dollar contract with specialized talent to organize and help run this for us
- the task isnt simple and it will almost certainly take more than 30 days to excute, perhaps considerably longer - eg 60-90 days or more
- we may need to reach agreement with Parliament on a process for how we go about setting up a data warehouse and managing access
- it might be possible to do this in a rolling fashion so that documents can start getting handed over in tranches

Simon Kennedy
Deputy Minister
Innovation, Science and Economic Development Canada
235 Queen Street
Ottawa, Ontario
K1A 0H5
Phone: 343-291-2888

Simon Kennedy
Sous-ministre
Innovation, Sciences et Développement économique Canada 235, rue Queen Ottawa (Ontario)
K1A 0H5
Tél: 343-291-2888

-----Original Message-----
From: Tremblay, Christyne <Christyne.Tremblay@pco-bcp.gc.ca>
Sent: October 30, 2020 6:16 AM
To: Lucas, Stephen (HC/SC) <stephen.lucas@canada.ca>; Stewart, Iain (PHAC/ASPC) <iain.stewart@canada.ca>; Kennedy, Simon (IC) <simon.kennedy@canada.ca>; Glover, Paul (SSC/SPC) <paul.glover@canada.ca>; Bill Matthews <bill.matthews@tpsgc-pwgsc.gc.ca>; McCowan, Ian <Ian.McCowan@pco-bcp.gc.ca>; Pham, Thao <Thao.Pham@pco-bcp.gc.ca>; Nathalie Drouin <nathalie.g.drouin@justice.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>
Cc: Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>; Desjardins, Marie-Josée <Marie-Josee.Desjardins@pco-bcp.gc.ca>
Subject: Brainstorming and follow up

Good morning,

I would like to thank all of you for taking the time to discuss with me the logistical challenges related to the motion and ideas to address them.

As agreed with many of you, we will organize a call at the end of the day today in order to continue together our brainstorming around ideas, approaches, processes that can be explore quickly in order to start to put together a credible logistic plan for discussion.

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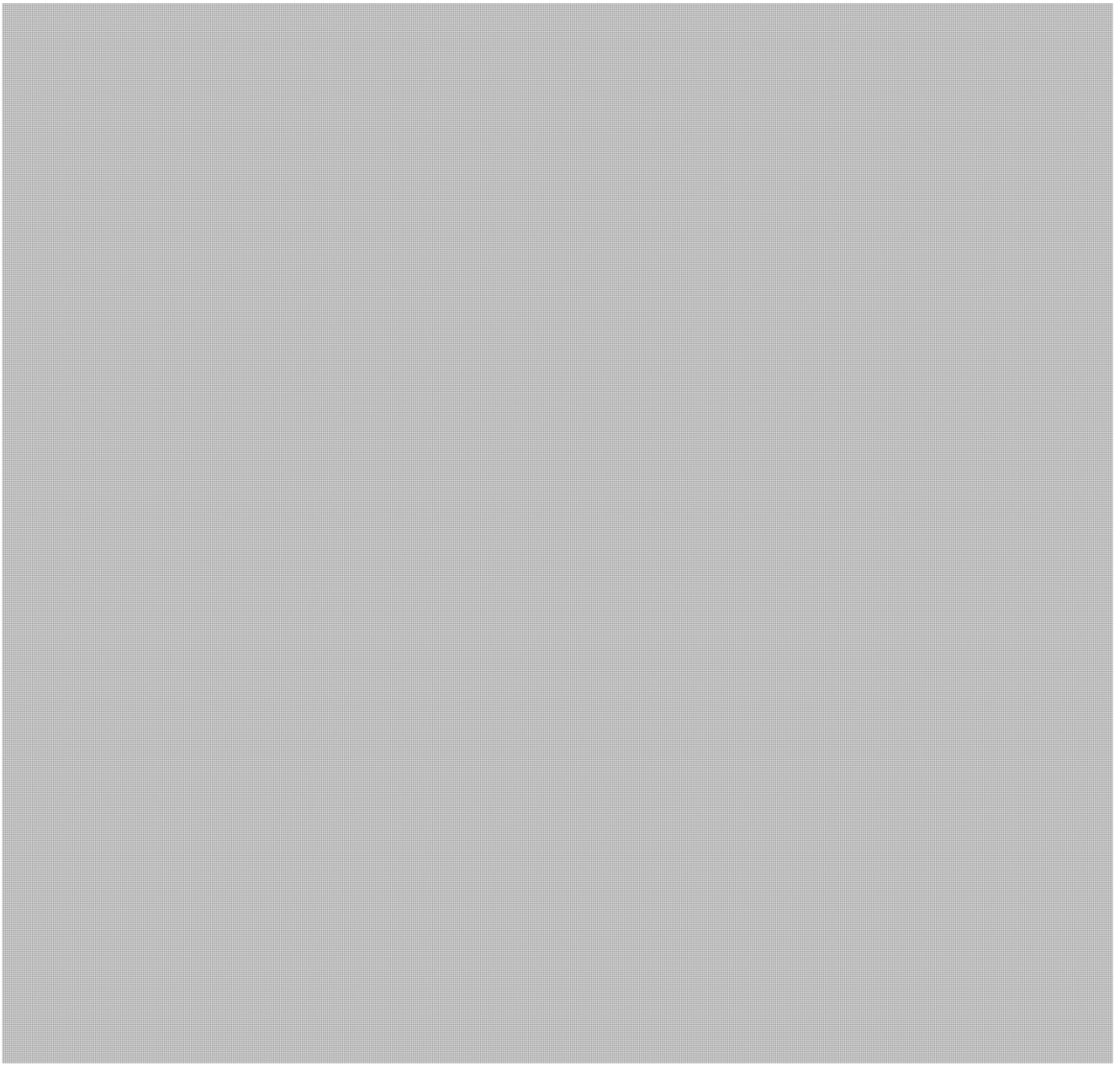
From my discussion with you, five big blocs of ideas came out. I would like to share them with you, so you can continue your thinking, engage today with your team and network in order to get other ideas, start to list options, put together names of companies and people with the right expertise to help.

s.21(1)(b)



On se parle en fin de journée, maybe each of you may want to bring in the conversation one key person that will work with you and can help to put together some ideas in writing this weekend.

Big thanks for your time and support,
Christyne

Sent from my iPad

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Simmering, William

From: Trottier, Sarah
Sent: Tuesday, November 3, 2020 2:04 PM
To: Hall, Tara
Cc: 'Kinastowski, Wladyslaw'
Subject: FW: Production of documents - Oct 26 Opp day motion
Attachments: Tasking #2 (fr) v.2.docx; Tasking #2.docx

Hi Tara,

Just bringing your to attention the request below. Not sure if CRA would have anything within the scope of the motion. Let me know.

Thanks,

Sarah

Sarah Trottier

Conseillère de la politique
Législation et planification parlementaire
Bureau du Conseil Privé / Gouvernement du Canada
sarah.trottier@pco-bcp.gc.ca
Bureau (613) 957-5459, Cell [redacted]

s.16(2)

Policy Advisor
Legislation and House Planning
Privy Council Office / Government of Canada
sarah.trottier@pco-bcp.gc.ca /
Office (613) 957-5459, Cell [redacted]

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Tuesday, November 3, 2020 12:00 PM
To: Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Shannon, Tara <Tara.Shannon@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Annik Larocque (ESDC) <annik.larocque@hrsdc-rhdcc.gc.ca>; Cal Piché <Cal.Piche@cic.gc.ca>; Chad Mariage (ISED) <chad.mariage@canada.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Colleen Calvert (GAC) <colleen.calvert@international.gc.ca>; Corinne Boucher (SW) <corinne.boucher@cfc-swc.gc.ca>; Corri Barr (PSPC) <corri.barr@tpsgc-pwgsc.gc.ca>; Danica Vaillancourt (NRCAN) <danica.vaillancourt@canada.ca>; Etienne Caouette-Fraser (CMHC) <ecaouett@cmhc-schl.gc.ca>; Francois Masse (ISC) <francois.masse@canada.ca>; Ian Miller (DND) <ian.miller@forces.gc.ca>; Irene Balite (FIN) <irene.balite@canada.ca>; Iwan chan (ECCC) <iwan.chan@canada.ca>; Jacques Dufort (VAC) <Jacques.Dufort@canada.ca>; Janhabi Nandy (TBS) <janhabi.nandy@tbs-sct.gc.ca>; Jennifer Cleary (VAC) <jennifer.cleary@canada.ca>; Jennifer Mooney (DFO) <jennifer.mooney@dfo-mpo.gc.ca>; Jenny Ratansi-Rodrigues (PCH) <jenny.ratansi-rodrigues@canada.ca>; Jessica Kerr (ESDC) <jessica.kerr@hrsdc-rhdcc.gc.ca>; Jimmy M. Brrackenridge (TC) <jimmy.brackenridge@tc.gc.ca>; Joe Prokipcak (Health Canada) <joseph.prokipcak@canada.ca>; Karl El-Koura (INFC) <karl.elkoura@canada.ca>; katherine.macdonald (AAFC) <katherine.macdonald2@canada.ca>; Laura Corkill (PSPC) <laura.corkill@tpsgc-pwgsc.gc.ca>; Lisa Smylie (SW) <lisa.smylie@cfc-swc.gc.ca>; Lorraine McKenzie Presley (PS) <lorraine.mckenziepresley@canada.ca>; Lorraine Redekop (CRA) <lorraine.redekop@cra-arc.gc.ca>; Louise Hayes (TBS) <louise.hayes@tbs-sct.gc.ca>; Marc Vallières (PS) <marc.vallieres@canada.ca>; Martin Jourdenais (PCH) <martin.jourdenais@canada.ca>; Megan Weekes (DND) <megan.weekes@forces.gc.ca>; Melissa Devlin-Coull (INFC) <melissa.devlin-coull@canada.ca>; Michael Berg (GAC)

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<michael.berg@international.gc.ca>; Micheline Joanisse (NRCAN) <micheline.joanisse@canada.ca>; Monique Bevan SCC <monique.bevan@canada.ca>; Pamela Carstens (SSC) <pamela.carstens@canada.ca>; Paul comeau (ECCC) <paul.comeau@canada.ca>; Rebecca Barnes (GAC) <rebecca.barnes@international.gc.ca>; Riley Hennessey (DND) <riley.hennessey@forces.gc.ca>; Rima Hamoui (DFO) <rima.hamoui@dfo-mpo.gc.ca>; Sally Thorpe (INAC) <sally.thorpe@canada.ca>; Simon Cardinal (IRCC) <simon.cardinal@cic.gc.ca>; Sophie Bédard (AAFC) <sophie.bedard@canada.ca>; Stephanie Littlejohn IRCC <stephanie.littlejohn@cic.ca>; Tara Hall (CRA) <tara.hall@cra-arc.gc.ca>; Tiffany Caron (SSC) <Tiffany.Caron@canada.ca>; Timothea Gibb (INAC / ISC) <timothea.gibb@canada.ca>; Yanike Legault (JUS) <yanike.legault@justice.gc.ca>; Zachary Healy (JUS) <zachary.healy@justice.gc.ca>
Cc: Gray, Sarah <Sarah.Gray@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; MacLean, Charles <Charles.MacLean@pco-bcp.gc.ca>; Mendes, Annesha <Annesha.Mendes@pco-bcp.gc.ca>; Munim, Ata-UL <Ata-UL.Munim@pco-bcp.gc.ca>; Oda, Michael <Michael.Oda@pco-bcp.gc.ca>; Peppy, Shaun <Shaun.Peppy@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-bcp.gc.ca>; Wittenburg, Shane <Shane.Wittenburg@pco-bcp.gc.ca>; Lauzon, Adam <Adam.Lauzon@pco-bcp.gc.ca>; Bédard, Rachelle <Rachelle.Bedard@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Adriana Simedrea (TC) <adriana.simedrea@tc.gc.ca>; Amelie Gelinas (PCH) <amelie.gelinas@canada.ca>; Andrea King INFC <andrea.king@canada.ca>; Annick Hector (ESDC) <annick.hector@hrsdc-rhdcc.gc.ca>; Benjamin Woodman (PSCP) <benjamin.woodman@tpsgc-pwgsc.gc.ca>; Bryan Kirk (ESDC) <bryan.kirk@hrsdc-rhdcc.gc.ca>; Catherine Morin (PCH) <catherine.morin@canada.ca>; Charles Choi VAC <Charles.choi2@canada.ca>; christian.vezeau@canada.ca; Claudine Bouvier(PSPC) <claudine.bouvier@tpsgc-pwgsc.gc.ca>; Dana Robinson <dana.robinson@tbs-sct.gc.ca>; Daniela Bolivar (INFC) <danelia.bolivar@canada.ca>; dyanna legare VAC <dyanna.legare@canada.ca>; Emilie Anne Duval (TBS) <emilieanne.duval@tbs-sct.gc.ca>; Francois Harvey (FIN) <francois.harvey@canada.ca>; Gaetan Champagne (ISED) <gaetan.champagne@canada.ca>; Helga El-Zein (CRA) <Helga.El-Zein@cra-arc.gc.ca>; Isabelle LaFrenière (JUS) <isabelle.lafreniere@justice.gc.ca>; Jason Marshall (VAC) <jason.marshall@canada.ca>; Joanne Contant (AAFC) <joanne.contant@canada.ca>; Jordan Cicalo (HC) <jordan.cicalo@canada.ca>; Julie Samson (ESDC) <julie.samson@hrsdc-rhdcc.gc.ca>; Laura Braun (PS) <laura.braun@canada.ca>; Marc Langis (PCH) <marc.langis@canada.ca>; Mark Power (JUS) <mark.power@justice.gc.ca>; Michael Ricco (ISED) <michael.ricco@canada.ca>; Nastassia Mahdi (INFC) <nastassia.mahdi@canada.ca>; Baker, Nicole <Nicole.Baker@pco-bcp.gc.ca>; Peter Ferguson (DFO) <Peter.Ferguson@dfo-mpo.gc.ca>; Ramzi Yonis (DFO) <ramzi.yonis@dfo-mpo.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Rossano Bernardi (CRA) <Rossano.Bernardi@cra-arc.gc.ca>; ryan.wichers (SSC) <ryan.wichers@canada.ca>; Sanjay Vachali (PSPC) <Sanjay.Vachali@tpsgc-pwgsc.gc.ca>; Stephane McNicholl (NRCAN) <stephane.mcnicholl@canada.ca>; Stephanie Littlejohn CIC <Stephanie.Littlejohn@cic.gc.ca>; Susan Nadon <susan.nadon@canada.ca>; Tanya Guay (VAC) <tanya.guay@canada.ca>; Winnie Pang CWC <winnie.pang@cfc-swc.gc.ca>; Wladyslaw Kinastowsk (CRA) <Wladyslaw.Kinastowski@cra-arc.gc.ca>
Subject: Production of documents - Oct 26 Opp day motion

Please see attached a request for information. We would appreciate your responses by 10:00 a.m. tomorrow.
Veuillez trouver ci-joint une demande d'information. Nous apprécierions vos réponses d'ici 10h00 demain.

Jean Cintrat
Directeur des Opérations, Affaires parlementaires
Bureau du Conseil privé / Gouvernement du Canada
Director of Operations, Parliamentary Affairs
Privy Council Office / Government of Canada
jean.cintrat@pco-bcp.gc.ca / 613-947-3639

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October 26, 2020, the House of Commons adopted an opposition day motion requesting records related to the government's response to the Coronavirus outbreak. We would like to determine the approximate amount of records for each part of the motion using the following table.

For each part of the motion (u to z), please indicate approximately how many pages of responsive records your department or portfolio would have. When determining an approximate number of pages, Departments should interpret the terms of the motion broadly with no scoping, including relevant departmental records (including portfolio organizations) in the case of (u), (w) and (x).

In addition, please identify the areas of scoping (e.g., final documents versus drafts, DG/ADM-level emails versus all emails, contractual information included versus not included, etc.) that would be most impactful in managing volume to assist your department in fulfilling the motion including how many pages it would represent.

Please provide the completed table by 10:00 a.m. on Wednesday, November 4, 2020.

Name of Department/Portfolio: _____

u) an order of the House do issue for all memoranda, emails, documents, notes or other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Safety and Emergency Preparedness, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning **options, plans and preparations for the GPHIN since January 1, 2018;**	
Approximate number of pages without scoping (response requested from **PCO, PS, HC, PHAC)**	
Potential Areas of Scoping with corresponding number of pages (response requested from **PCO, PS, HC, PHAC)**	

v) an order of the House do issue for a record of all communications between the government and the WHO in respect of **options, plans or preparations for any future operation, or absence thereof, of the GPHIN, since January 1, 2018**; **Response requested from all departments**	
Approximate number of pages without scoping (response requested from **all departments**)	
Potential Areas of Scoping with corresponding number of pages (response requested from **all departments**)	

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w) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning **plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19, since March 19, 2020**;	
Approximate number of pages without scoping (response requested from **PCO, PSPC, HC, PHAC**)	
Potential Areas of Scoping with corresponding number of pages (response requested from **PCO, PSPC, HC, PHAC**)	

(x) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Prime Minister's Office, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada concerning **plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields, since March 19, 2020**;	
Approximate number of pages without scoping (response requested from **PCO, PSPC, HC, PHAC**)	
Potential Areas of Scoping with corresponding number of pages (response requested from **PCO, PSPC, HC, PHAC**)	

(y) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the **COVID-19 Vaccine Task Force and its subcommittees**;	
Approximate number of pages without scoping (response requested from **all departments**)	
Potential Areas of Scoping with corresponding number of pages (response requested from **all departments**)	

(z) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the Government of **Canada's COVID-19 vaccine distribution and monitoring strategy, including, but not limited to anticipated timelines for the**

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distribution of an approved COVID-19 vaccine across Canada and the prioritization of population groups for vaccination;	
Approximate number of pages without scoping (response requested from **all departments**)	
Potential Areas of Scoping with corresponding number of pages (response requested from **all departments**)	

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Simmering, William

From: Cintrat, Jean
Sent: Tuesday, November 3, 2020 12:05 PM
To: Gray, Sarah; Jeffrey, Tamara; Lauzon, Adam; MacLean, Charles; Mendes, Annesha; Munim, Ata-UL; Nicholls, Melissa; Oda, Michael; Peppy, Shaun; Bédard, Rachelle; Trottier, Sarah
Cc: Wittenburg, Shane; Soni, Shannon-Marie
Subject: FW: Production of documents - Oct 26 Opp day motion
Attachments: Tasking #2 (fr) v.2.docx; Tasking #2.docx

Attachment is duplicate

Please follow up with your respective departments to make sure they action this request pronto.
Merci
Jean

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Tuesday, November 3, 2020 12:00 PM
To: Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Shannon, Tara <Tara.Shannon@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Annik Larocque (ESDC) <annik.larocque@hrsdc-rhdcc.gc.ca>; Cal Piché <Cal.Piche@cic.gc.ca>; Chad Mariage (ISED) <chad.mariage@canada.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Colleen Calvert (GAC) <colleen.calvert@international.gc.ca>; Corinne Boucher (SW) <corinne.boucher@cfc-swc.gc.ca>; Corri Barr (PSPC) <corri.barr@tpsgc-pwgsc.gc.ca>; Danica Vaillancourt (NRCAN) <danica.vaillancourt@canada.ca>; Etienne Caouette-Fraser (CMHC) <ecaouett@cmhc-schl.gc.ca>; Francois Masse (ISC) <francois.masse@canada.ca>; Ian Miller (DND) <ian.miller@forces.gc.ca>; Irene Balite (FIN) <irene.balite@canada.ca>; Iwan chan (ECCC) <iwan.chan@canada.ca>; Jacques Dufort (VAC) <Jacques.Dufort@canada.ca>; Janhabi Nandy (TBS) <janhabi.nandy@tbs-sct.gc.ca>; Jennifer Cleary (VAC) <jennifer.cleary@canada.ca>; Jennifer Mooney (DFO) <jennifer.mooney@dfo-mpo.gc.ca>; Jenny Ratansi-Rodrigues (PCH) <jenny.ratansi-rodrigues@canada.ca>; Jessica Kerr (ESDC) <jessica.kerr@hrsdc-rhdcc.gc.ca>; Jimmy M. Brrackenridge (TC) <jimmy.brackenridge@tc.gc.ca>; Joe Prokipcak (Health Canada) <joseph.prokipcak@canada.ca>; Karl El-Koura (INFC) <karl.elkoura@canada.ca>; katherine.macdonald (AAFC) <katherine.macdonald2@canada.ca>; Laura Corkill (PSPC) <laura.corkill@tpsgc-pwgsc.gc.ca>; Lisa Smylie (SW) <lisa.smylie@cfc-swc.gc.ca>; Lorraine McKenzie Presley (PS) <lorraine.mckenziepresley@canada.ca>; Lorraine Redekop (CRA) <lorraine.redekop@cra-arc.gc.ca>; Louise Hayes (TBS) <louise.hayes@tbs-sct.gc.ca>; Marc Vallières (PS) <marc.vallieres@canada.ca>; Martin Jourdenais (PCH) <martin.jourdenais@canada.ca>; Megan Weekes (DND) <megan.weekes@forces.gc.ca>; Melissa Devlin-Coull (INFC) <melissa.devlin-coull@canada.ca>; Michael Berg (GAC) <michael.berg@international.gc.ca>; Micheline Joanisse (NRCAN) <micheline.joanisse@canada.ca>; Monique Bevan SCC <monique.bevan@canada.ca>; Pamela Carstens (SSC) <pamela.carstens@canada.ca>; Paul comeau (ECCC) <paul.comeau@canada.ca>; Rebecca Barnes (GAC) <rebecca.barnes@international.gc.ca>; Riley Hennessey (DND) <riley.hennessey@forces.gc.ca>; Rima Hamoui (DFO) <rima.hamoui@dfo-mpo.gc.ca>; Sally Thorpe (INAC) <sally.thorpe@canada.ca>; Simon Cardinal (IRCC) <simon.cardinal@cic.gc.ca>; Sophie Bédard (AAFC) <sophie.bedard@canada.ca>; Stephanie Littlejohn IRCC <stephanie.littlejohn@cic.ca>; Tara Hall (CRA) <tara.hall@cra-arc.gc.ca>; Tiffany Caron (SSC) <Tiffany.Caron@canada.ca>; Timothea Gibb (INAC / ISC) <timothea.gibb@canada.ca>; Yanike Legault (JUS) <yanike.legault@justice.gc.ca>; Zachary Healy (JUS) <zachary.healy@justice.gc.ca>
Cc: Gray, Sarah <Sarah.Gray@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; MacLean, Charles <Charles.MacLean@pco-bcp.gc.ca>; Mendes, Annesha <Annesha.Mendes@pco-bcp.gc.ca>; Munim, Ata-UL <Ata-UL.Munim@pco-bcp.gc.ca>; Oda, Michael <Michael.Oda@pco-bcp.gc.ca>; Peppy, Shaun <Shaun.Peppy@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-bcp.gc.ca>; Wittenburg, Shane <Shane.Wittenburg@pco-bcp.gc.ca>; Lauzon, Adam <Adam.Lauzon@pco-bcp.gc.ca>; Bédard, Rachelle <Rachelle.Bedard@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Adriana Simedrea (TC) <adriana.simedrea@tc.gc.ca>; Amelie Gelinas (PCH) <amelie.gelinas@canada.ca>; Andrea King INFC <andrea.king@canada.ca>; Annick Hector (ESDC) <annick.hector@hrsdc-rhdcc.gc.ca>; Benjamin Woodman (PSCP) <benjamin.woodman@tpsgc-pwgsc.gc.ca>; Bryan Kirk (ESDC)

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<bryan.kirk@hrsdc-rhdcc.gc.ca>; Catherine Morin (PCH) <catherine.morin@canada.ca>; Charles Choi VAC <Charles.choi2@canada.ca>; christian.vezeau@canada.ca; Claudine Bouvier(PSPC) <claudine.bouvier@tpsgc-pwgsc.gc.ca>; Dana Robinson <dana.robinson@tbs-sct.gc.ca>; Daniela Bolivar (INFC) <danelia.bolivar@canada.ca>; dyanna legare VAC <dyanna.legare@canada.ca>; Emilie Anne Duval (TBS) <emilieanne.duval@tbs-sct.gc.ca>; Francois Harvey (FIN) <francois.harvey@canada.ca>; Gaetan Champagne (ISED) <gaetan.champagne@canada.ca>; Helga El-Zein (CRA) <Helga.El-Zein@cra-arc.gc.ca>; Isabelle LaFrenière (JUS) <isabelle.lafreniere@justice.gc.ca>; Jason Marshall (VAC) <jason.marshall@canada.ca>; Joanne Contant (AAFC) <joanne.contant@canada.ca>; Jordan Cicalo (HC) <jordan.cicalo@canada.ca>; Julie Samson (ESDC) <julie.samson@hrsdc-rhdcc.gc.ca>; Laura Braun (PS) <laura.braun@canada.ca>; Marc Langis (PCH) <marc.langis@canada.ca>; Mark Power (JUS) <mark.power@justice.gc.ca>; Michael Ricco (ISED) <michael.ricco@canada.ca>; Nastassia Mahdi (INFC) <nastassia.mahdi@canada.ca>; Baker, Nicole <Nicole.Baker@pco-bcp.gc.ca>; Peter Ferguson (DFO) <Peter.Ferguson@dfo-mpo.gc.ca>; Ramzi Yonis (DFO) <ramzi.yonis@dfo-mpo.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Rossano Bernardi (CRA) <Rossano.Bernardi@cra-arc.gc.ca>; ryan.wichers (SSC) <ryan.wichers@canada.ca>; Sanjay Vachali (PSPC) <Sanjay.Vachali@tpsgc-pwgsc.gc.ca>; Stephane McNicholl (NRCAN) <stephane.mcnicholl@canada.ca>; Stephanie Littlejohn CIC <Stephanie.Littlejohn@cic.gc.ca>; Susan Nadon <susan.nadon@canada.ca>; Tanya Guay (VAC) <tanya.guay@canada.ca>; Winnie Pang CWC <winnie.pang@cfc-swc.gc.ca>; Wladyslaw Kinastowsk (CRA) <Wladyslaw.Kinastowski@cra-arc.gc.ca>
Subject: Production of documents - Oct 26 Opp day motion

Please see attached a request for information. We would appreciate your responses by 10:00 a.m. tomorrow.
Veuillez trouver ci-joint une demande d'information. Nous apprécierions vos réponses d'ici 10h00 demain.

Jean Cintrat
Directeur des Opérations, Affaires parlementaires
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Simmering, William

From: Bédard, Rachelle
Sent: Tuesday, November 3, 2020 12:59 PM
To: annik.larocque@hrsdc-rhdcc.gc.ca; annick.hector@hrsdc-rhdcc.gc.ca
Cc: Trottier, Sarah
Subject: FW: Production of documents - Oct 26 Opp day motion
Attachments: Tasking #2 (fr) v.2.docx; Tasking #2.docx

Importance: High

Bonjour Ax2,

Could you please ensure that you respond by the deadline? And please keep me and Sarah posted if you have any issues or if this would be a NIL…

Rachelle
Cell [redacted] s.16(2)

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Tuesday, November 3, 2020 12:00 PM
To: Subject: Production of documents - Oct 26 Opp day motion

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Simmering, William

From: Trottier, Sarah
Sent: Tuesday, November 3, 2020 2:03 PM
To: 'Balite, Irene (FIN)'
Cc: 'Harvey, François (FIN)'
Subject: FW: Production of documents - Oct 26 Opp day motion
Attachments: Tasking #2 (fr) v.2.docx; Tasking #2.docx

Attachment is duplicate

Hi Irene,

Just bringing your attention to the tasking below. Not sure if you would have any documents within scope of the motion. Let me know.

Sarah

Sarah Trottier

Conseillère de la politique
Législation et planification parlementaire
Bureau du Conseil Privé / Gouvernement du Canada
sarah.trottier@pco-bcp.gc.ca
Bureau (613) 957-5459, Cell [redacted]

s.16(2)

Policy Advisor
Legislation and House Planning
Privy Council Office / Government of Canada
sarah.trottier@pco-bcp.gc.ca /
Office (613) 957-5459, Cell [redacted]

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Sent: Tuesday, November 3, 2020 12:00 PM
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<paul.comeau@canada.ca>; Rebecca Barnes (GAC) <rebecca.barnes@international.gc.ca>; Riley Hennessey (DND) <riley.hennessey@forces.gc.ca>; Rima Hamoui (DFO) <rima.hamoui@dfo-mpo.gc.ca>; Sally Thorpe (INAC) <sally.thorpe@canada.ca>; Simon Cardinal (IRCC) <simon.cardinal@cic.gc.ca>; Sophie Bédard (AAFC) <sophie.bedard@canada.ca>; Stephanie Littlejohn IRCC <stephanie.littlejohn@cic.ca>; Tara Hall (CRA) <tara.hall@cra-arc.gc.ca>; Tiffany Caron (SSC) <Tiffany.Caron@canada.ca>; Timothea Gibb (INAC / ISC) <timothea.gibb@canada.ca>; Yanike Legault (JUS) <yanike.legault@justice.gc.ca>; Zachary Healy (JUS) <zachary.healy@justice.gc.ca>
Cc: Gray, Sarah <Sarah.Gray@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; MacLean, Charles <Charles.MacLean@pco-bcp.gc.ca>; Mendes, Annesha <Annesha.Mendes@pco-bcp.gc.ca>; Munim, Ata-UL <Ata-UL.Munim@pco-bcp.gc.ca>; Oda, Michael <Michael.Oda@pco-bcp.gc.ca>; Peppy, Shaun <Shaun.Peppy@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-bcp.gc.ca>; Wittenburg, Shane <Shane.Wittenburg@pco-bcp.gc.ca>; Lauzon, Adam <Adam.Lauzon@pco-bcp.gc.ca>; Bédard, Rachelle <Rachelle.Bedard@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Adriana Simedrea (TC) <adriana.simedrea@tc.gc.ca>; Amelie Gelinas (PCH) <amelie.gelinas@canada.ca>; Andrea King INFC <andrea.king@canada.ca>; Annick Hector (ESDC) <annick.hector@hrsdc-rhdcc.gc.ca>; Benjamin Woodman (PSCP) <benjamin.woodman@tpsgc-pwgsc.gc.ca>; Bryan Kirk (ESDC) <bryan.kirk@hrsdc-rhdcc.gc.ca>; Catherine Morin (PCH) <catherine.morin@canada.ca>; Charles Choi VAC <Charles.choi2@canada.ca>; christian.vezeau@canada.ca; Claudine Bouvier(PSPC) <claudine.bouvier@tpsgc-pwgsc.gc.ca>; Dana Robinson <dana.robinson@tbs-sct.gc.ca>; Daniela Bolivar (INFC) <danelia.bolivar@canada.ca>; dyanna legare VAC <dyanna.legare@canada.ca>; Emilie Anne Duval (TBS) <emilieanne.duval@tbs-sct.gc.ca>; Francois Harvey (FIN) <francois.harvey@canada.ca>; Gaetan Champagne (ISED) <gaetan.champagne@canada.ca>; Helga El-Zein (CRA) <Helga.El-Zein@cra-arc.gc.ca>; Isabelle LaFrenière (JUS) <isabelle.lafreniere@justice.gc.ca>; Jason Marshall (VAC) <jason.marshall@canada.ca>; Joanne Contant (AAFC) <joanne.contant@canada.ca>; Jordan Cicalo (HC) <jordan.cicalo@canada.ca>; Julie Samson (ESDC) <julie.samson@hrsdc-rhdcc.gc.ca>; Laura Braun (PS) <laura.braun@canada.ca>; Marc Langis (PCH) <marc.langis@canada.ca>; Mark Power (JUS) <mark.power@justice.gc.ca>; Michael Ricco (ISED) <michael.ricco@canada.ca>; Nastassia Mahdi (INFC) <nastassia.mahdi@canada.ca>; Baker, Nicole <Nicole.Baker@pco-bcp.gc.ca>; Peter Ferguson (DFO) <Peter.Ferguson@dfo-mpo.gc.ca>; Ramzi Yonis (DFO) <ramzi.yonis@dfo-mpo.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Rossano Bernardi (CRA) <Rossano.Bernardi@cra-arc.gc.ca>; ryan.wichers (SSC) <ryan.wichers@canada.ca>; Sanjay Vachali (PSPC) <Sanjay.Vachali@tpsgc-pwgsc.gc.ca>; Stephane McNicholl (NRCAN) <stephane.mcnicholl@canada.ca>; Stephanie Littlejohn CIC <Stephanie.Littlejohn@cic.gc.ca>; Susan Nadon <susan.nadon@canada.ca>; Tanya Guay (VAC) <tanya.guay@canada.ca>; Winnie Pang CWC <winnie.pang@cfc-swc.gc.ca>; Wladyslaw Kinastowsk (CRA) <Wladyslaw.Kinastowski@cra-arc.gc.ca>
Subject: Production of documents - Oct 26 Opp day motion

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Veuillez trouver ci-joint une demande d'information. Nous apprécierions vos réponses d'ici 10h00 demain.

Jean Cintrat
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Bureau du Conseil privé / Gouvernement du Canada
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Simmering, William

From: Cintrat, Jean
Sent: Wednesday, November 4, 2020 3:04 PM
To: Henry, Barbara; Shannon, Tara; Schwendt, Steven; Annik Larocque (ESDC); Cal Piché; Chad Mariage (ISED); Colleen Calvert (GAC); Corinne Boucher (SW); Corri Barr (PSPC); Danica Vaillancourt (NRCAN); Etienne Caouette-Fraser (CMHC); Francois Masse (ISC); Ian Miller (DND); Irene Balite (FIN); Iwan chan (ECCC); Jacques Dufort (VAC); Janhabi Nandy (TBS) ; Jennifer Cleary (VAC); Jennifer Mooney (DFO); Jenny Ratansi-Rodrigues (PCH); Jessica Kerr (ESDC); Jimmy M. Brrackenridge (TC); Joe Prokipcak (Health Canada); Karl El-Koura (INFC); katherine.macdonald (AAFC); Laura Corkill (PSPC); Lisa Smylie (SW); Lorraine McKenzie Presley (PS); Lorraine Redekop (CRA); Louise Hayes (TBS); Marc Vallières (PS); Martin Jourdenais (PCH); Megan Weekes (DND); Melissa Devlin-Coull (INFC); Michael Berg (GAC); Micheline Joanisse (NRCAN); Monique Bevan SCC; Pamela Carstens (SSC); Paul comeau (ECCC); Rebecca Barnes (GAC); Riley Hennessey (DND); Rima Hamoui (DFO); Sally Thorpe (INAC); Simon Cardinal (IRCC); Sophie Bédard (AAFC); Stephanie Littlejohn IRCC; Tara Hall (CRA); Tiffany Caron (SSC); Timothea Gibb (INAC / ISC); Yanike Legault (JUS); Zachary Healy (JUS)
Cc: Gray, Sarah; Jeffrey, Tamara; MacLean, Charles; Mendes, Annesha; Munim, Ata-UL; Oda, Michael; Peppy, Shaun; Trottier, Sarah; Wittenburg, Shane; Lauzon, Adam; Bédard, Rachelle; Welbourne, Maia; Adriana Simedrea (TC); Amelie Gelinas (PCH); Andrea King INFC; Annick Hector (ESDC); Benjamin Woodman (PSCP); Bryan Kirk (ESDC); Catherine Morin (PCH); Charles Choi VAC; christian.vezeau@canada.ca; Claudine Bouvier(PSPC); Dana Robinson; Daniela Bolivar (INFC); dyanna legare VAC; Emilie Anne Duval (TBS); Francois Harvey (FIN); Gaetan Champagne (ISED); Helga El-Zein (CRA); Isabelle LaFrenière (JUS) ; Jason Marshall (VAC); Joanne Contant (AAFC); Jordan Cicalo (HC); Julie Samson (ESDC); Laura Braun (PS); Marc Langis (PCH); Mark Power (JUS); Michael Ricco (ISED); Nastassia Mahdi (INFC); Baker, Nicole; Peter Ferguson (DFO); Ramzi Yonis (DFO); Rivet, Raymond; Rossano Bernardi (CRA); ryan.wichers (SSC); Sanjay Vachali (PSPC); Stephane McNicholl (NRCAN); Stephanie Littlejohn CIC; Susan Nadon; Tanya Guay (VAC); Winnie Pang CWC; Wladyslaw Kinastowsk (CRA)
Subject: RE: Production of documents - Oct 26 Opp day motion

Good afternoon, thank you to those who have responded.
To those who have not, please send us your input as soon as possible.
Regards,

Jean Cintrat
Directeur des Opérations, Affaires parlementaires
Bureau du Conseil privé / Gouvernement du Canada
Director of Operations, Parliamentary Affairs
Privy Council Office / Government of Canada
jean.cintrat@pco-bcp.gc.ca / 613-947-3639

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Colleen Calvert (GAC) <colleen.calvert@international.gc.ca>; Corinne Boucher (SW) <corinne.boucher@cfc-swc.gc.ca>; Corri Barr (PSPC) <corri.barr@tpsgc-pwgsc.gc.ca>; Danica Vaillancourt (NRCAN) <danica.vaillancourt@canada.ca>; Etienne Caouette-Fraser (CMHC) <ecaouett@cmhc-schl.gc.ca>; Francois Masse (ISC) <francois.masse@canada.ca>; Ian Miller (DND) <ian.miller@forces.gc.ca>; Irene Balite (FIN) <irene.balite@canada.ca>; Iwan chan (ECCC) <iwan.chan@canada.ca>; Jacques Dufort (VAC) <Jacques.Dufort@canada.ca>; Janhabi Nandy (TBS) <janhabi.nandy@tbs-sct.gc.ca>; Jennifer Cleary (VAC) <jennifer.cleary@canada.ca>; Jennifer Mooney (DFO) <jennifer.mooney@dfo-mpo.gc.ca>; Jenny Ratansi-Rodrigues (PCH) <jenny.ratansi-rodrigues@canada.ca>; Jessica Kerr (ESDC) <jessica.kerr@hrsdc-rhdcc.gc.ca>; Jimmy M. Brrackenridge (TC) <jimmy.brackenridge@tc.gc.ca>; Joe Prokipcak (Health Canada) <joseph.prokipcak@canada.ca>; Karl El-Koura (INFC) <karl.elkoura@canada.ca>; katherine.macdonald (AAFC) <katherine.macdonald2@canada.ca>; Laura Corkill (PSPC) <laura.corkill@tpsgc-pwgsc.gc.ca>; Lisa Smylie (SW) <lisa.smylie@cfc-swc.gc.ca>; Lorraine McKenzie Presley (PS) <lorraine.mckenziepresley@canada.ca>; Lorraine Redekop (CRA) <lorraine.redekop@cra-arc.gc.ca>; Louise Hayes (TBS) <louise.hayes@tbs-sct.gc.ca>; Marc Vallières (PS) <marc.vallieres@canada.ca>; Martin Jourdenais (PCH) <martin.jourdenais@canada.ca>; Megan Weekes (DND) <megan.weekes@forces.gc.ca>; Melissa Devlin-Coull (INFC) <melissa.devlin-coull@canada.ca>; Michael Berg (GAC) <michael.berg@international.gc.ca>; Micheline Joanisse (NRCAN) <micheline.joanisse@canada.ca>; Monique Bevan SCC <monique.bevan@canada.ca>; Pamela Carstens (SSC) <pamela.carstens@canada.ca>; Paul comeau (ECCC) <paul.comeau@canada.ca>; Rebecca Barnes (GAC) <rebecca.barnes@international.gc.ca>; Riley Hennessey (DND) <riley.hennessey@forces.gc.ca>; Rima Hamoui (DFO) <rima.hamoui@dfo-mpo.gc.ca>; Sally Thorpe (INAC) <sally.thorpe@canada.ca>; Simon Cardinal (IRCC) <simon.cardinal@cic.gc.ca>; Sophie Bédard (AAFC) <sophie.bedard@canada.ca>; Stephanie Littlejohn IRCC <stephanie.littlejohn@cic.ca>; Tara Hall (CRA) <tara.hall@cra-arc.gc.ca>; Tiffany Caron (SSC) <Tiffany.Caron@canada.ca>; Timothea Gibb (INAC / ISC) <timothea.gibb@canada.ca>; Yanike Legault (JUS) <yanike.legault@justice.gc.ca>; Zachary Healy (JUS) <zachary.healy@justice.gc.ca>
Cc: Gray, Sarah <Sarah.Gray@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; MacLean, Charles <Charles.MacLean@pco-bcp.gc.ca>; Mendes, Annesha <Annesha.Mendes@pco-bcp.gc.ca>; Munim, Ata-UL <Ata-UL.Munim@pco-bcp.gc.ca>; Oda, Michael <Michael.Oda@pco-bcp.gc.ca>; Peppy, Shaun <Shaun.Peppy@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-bcp.gc.ca>; Wittenburg, Shane <Shane.Wittenburg@pco-bcp.gc.ca>; Lauzon, Adam <Adam.Lauzon@pco-bcp.gc.ca>; Bédard, Rachelle <Rachelle.Bedard@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Adriana Simedrea (TC) <adriana.simedrea@tc.gc.ca>; Amelie Gelinas (PCH) <amelie.gelinas@canada.ca>; Andrea King INFC <andrea.king@canada.ca>; Annick Hector (ESDC) <annick.hector@hrsdc-rhdcc.gc.ca>; Benjamin Woodman (PSCP) <benjamin.woodman@tpsgc-pwgsc.gc.ca>; Bryan Kirk (ESDC) <bryan.kirk@hrsdc-rhdcc.gc.ca>; Catherine Morin (PCH) <catherine.morin@canada.ca>; Charles Choi VAC <Charles.choi2@canada.ca>; christian.vezeau@canada.ca; Claudine Bouvier(PSPC) <claudine.bouvier@tpsgc-pwgsc.gc.ca>; Dana Robinson <dana.robinson@tbs-sct.gc.ca>; Daniela Bolivar (INFC) <danelia.bolivar@canada.ca>; dyanna legare VAC <dyanna.legare@canada.ca>; Emilie Anne Duval (TBS) <emilieanne.duval@tbs-sct.gc.ca>; Francois Harvey (FIN) <francois.harvey@canada.ca>; Gaetan Champagne (ISED) <gaetan.champagne@canada.ca>; Helga El-Zein (CRA) <Helga.El-Zein@cra-arc.gc.ca>; Isabelle LaFrenière (JUS) <isabelle.lafreniere@justice.gc.ca>; Jason Marshall (VAC) <jason.marshall@canada.ca>; Joanne Contant (AAFC) <joanne.contant@canada.ca>; Jordan Cicalo (HC) <jordan.cicalo@canada.ca>; Julie Samson (ESDC) <julie.samson@hrsdc-rhdcc.gc.ca>; Laura Braun (PS) <laura.braun@canada.ca>; Marc Langis (PCH) <marc.langis@canada.ca>; Mark Power (JUS) <mark.power@justice.gc.ca>; Michael Ricco (ISED) <michael.ricco@canada.ca>; Nastassia Mahdi (INFC) <nastassia.mahdi@canada.ca>; Baker, Nicole <Nicole.Baker@pco-bcp.gc.ca>; Peter Ferguson (DFO) <Peter.Ferguson@dfo-mpo.gc.ca>; Ramzi Yonis (DFO) <ramzi.yonis@dfo-mpo.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Rossano Bernardi (CRA) <Rossano.Bernardi@cra-arc.gc.ca>; ryan.wichers (SSC) <ryan.wichers@canada.ca>; Sanjay Vachali (PSPC) <Sanjay.Vachali@tpsgc-pwgsc.gc.ca>; Stephane McNicholl (NRCAN) <stephane.mcnicholl@canada.ca>; Stephanie Littlejohn CIC <Stephanie.Littlejohn@cic.gc.ca>; Susan Nadon <susan.nadon@canada.ca>; Tanya Guay (VAC) <tanya.guay@canada.ca>; Winnie Pang CWC <winnie.pang@cfc-swc.gc.ca>; Wladyslaw Kinastowsk (CRA) <Wladyslaw.Kinastowski@cra-arc.gc.ca>
Subject: Production of documents - Oct 26 Opp day motion

Please see attached a request for information. We would appreciate your responses by 10:00 a.m. tomorrow.
Veuillez trouver ci-joint une demande d'information. Nous apprécierions vos réponses d'ici 10h00 demain.

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Jean Cintrat
Directeur des Opérations, Affaires parlementaires
Bureau du Conseil privé / Gouvernement du Canada
Director of Operations, Parliamentary Affairs
Privy Council Office / Government of Canada
jean.cintrat@pco-bcp.gc.ca / 613-947-3639

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Simmering, William

From: Trottier, Sarah
Sent: Wednesday, November 4, 2020 10:02 AM
To: Jeffrey, Tamara
Subject: FW: Production of documents - Oct 26 Opp day motion
Attachments: Tasking #2 (CRA).docx

fyi

Sarah Trottier

Conseillère de la politique
Législation et planification parlementaire
Bureau du Conseil Privé / Gouvernement du Canada
sarah.trottier@pco-bcp.gc.ca
Bureau (613) 957-5459, Cell [redacted]

s.16(2)

Policy Advisor
Legislation and House Planning
Privy Council Office / Government of Canada
sarah.trottier@pco-bcp.gc.ca /
Office (613) 957-5459, Cell [redacted]

From: Bernardi, Rossano <Rossano.Bernardi@cra-arc.gc.ca>
Sent: November 4, 2020 9:53 AM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-bcp.gc.ca>
Cc: Hall, Tara <Tara.Hall@cra-arc.gc.ca>; Laporte, Lindsay <Lindsay.Laporte@cra-arc.gc.ca>
Subject: RE: Production of documents - Oct 26 Opp day motion

Good morning,
Please be advised that we have canvassed the various branches and regions at CRA as requested and no such documents were identified.
As such, CRA is reporting a 'nil' for v, y, and z (see attached).

Have a nice day,
Rossano Bernardi
Parliamentary Affairs Division/Division des affaires du Parlement
Public Affairs Branch/Direction générale des affaires publiques
Canada Revenue Agency/Agence du revenu du Canada
Rossano.Bernardi@cra-arc.gc.ca
Government of Canada/Gouvernement du Canada

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: November 3, 2020 12:00 PM
Subject: Production of documents - Oct 26 Opp day motion

Please see attached a request for information. We would appreciate your responses by 10:00 a.m. tomorrow.
Veuillez trouver ci-joint une demande d'information. Nous apprécierions vos réponses d'ici 10h00 demain.

Jean Cintrat
Directeur des Opérations, Affaires parlementaires
Bureau du Conseil privé / Gouvernement du Canada
Director of Operations, Parliamentary Affairs
Privy Council Office / Government of Canada
jean.cintrat@pco-bcp.gc.ca / 613-947-3639

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

October 26, 2020, the House of Commons adopted an opposition day motion requesting records related to the government's response to the Coronavirus outbreak. We would like to determine the approximate amount of records for each part of the motion using the following table.

For each part of the motion (u to z), please indicate approximately how many pages of responsive records your department or portfolio would have. When determining an approximate number of pages, Departments should interpret the terms of the motion broadly with no scoping, including relevant departmental records (including portfolio organizations) in the case of (u), (w) and (x).

In addition, please identify the areas of scoping (e.g., final documents versus drafts, DG/ADM-level emails versus all emails, contractual information included versus not included, etc.) that would be most impactful in managing volume to assist your department in fulfilling the motion including how many pages it would represent.

Please provide the completed table by 10:00 a.m. on Wednesday, November 4, 2020.

Name of Department/Portfolio: Canada Revenue Agency

u) an order of the House do issue for all memoranda, emails, documents, notes or other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Safety and Emergency Preparedness, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning **options, plans and preparations for the GPHIN since January 1, 2018;**	
Approximate number of pages without scoping (response requested from **PCO, PS, HC, PHAC)**	**N/A**
Potential Areas of Scoping with corresponding number of pages (response requested from **PCO, PS, HC, PHAC)**	**N/A**

v) an order of the House do issue for a record of all communications between the government and the WHO in respect of **options, plans or preparations for any future operation, or absence thereof, of the GPHIN, since January 1, 2018**; **Response requested from all departments**	
Approximate number of pages without scoping (response requested from **all departments**)	**Nil**

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Potential Areas of Scoping with corresponding number of pages (response requested from **all departments**)	**Nil**

w) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning **plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19, since March 19, 2020**;	
Approximate number of pages without scoping (response requested from **PCO, PSPC, HC, PHAC**)	**N/A**
Potential Areas of Scoping with corresponding number of pages (response requested from **PCO, PSPC, HC, PHAC**)	**N/A**

(x) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Prime Minister's Office, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada concerning **plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields, since March 19, 2020**;	
Approximate number of pages without scoping (response requested from **PCO, PSPC, HC, PHAC**)	**N/A**
Potential Areas of Scoping with corresponding number of pages (response requested from **PCO, PSPC, HC, PHAC**)	**N/A**

(y) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the **COVID-19 Vaccine Task Force and its subcommittees**;

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Approximate number of pages without scoping (response requested from **all departments**)	**Nil**
Potential Areas of Scoping with corresponding number of pages (response requested from **all departments**)	**Nil**

(z) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the Government of **Canada's COVID-19 vaccine distribution and monitoring strategy, including, but not limited to anticipated timelines for the distribution of an approved COVID-19 vaccine across Canada and the prioritization of population groups for vaccination**;	
Approximate number of pages without scoping (response requested from **all departments**)	**Nil**
Potential Areas of Scoping with corresponding number of pages (response requested from **all departments**)	**Nil**

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Simmering, William

From: Laura Corkill <Laura.Corkill@tpsgc-pwgsc.gc.ca>
Sent: Thursday, November 5, 2020 5:39 PM
To: Cintrat, Jean
Cc: Gray, Sarah; Jeffrey, Tamara; MacLean, Charles; Mendes, Annesha; James Stott; Munim, Ata-UL; Oda, Michael; Corri Barr; Peppy, Shaun; Trottier, Sarah; Wittenburg, Shane; Lauzon, Adam; Bédard, Rachelle; Welbourne, Maia; Magda Hovjacky; Sara Lacasse; Vivianne Soubhie; Annie Plouffe; Benjamin Woodman; Sanjay Vachali; Beatrice Antonia Badea
Subject: Production of documents - Oct 26 Opp day motion - revised PSPC input
Attachments: Tasking #2 - PA input - Copy.docx

Hello,

Please find attached our revised template containing estimate of page counts for the October 26 Opposition Day motion.

Thank you,
Laura Corkill

Director, Parliamentary Affairs / Directrice, Affaires parlementaires
Public Services and Procurement Canada / Services publics et Approvisionnement Canada
Laura.Corkill@tpsgc-pwgsc.gc.ca
873-469-3030
Cell 613-614-7548

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October 26, 2020, the House of Commons adopted an opposition day motion requesting records related to the government's response to the Coronavirus outbreak. We would like to determine the approximate amount of records for each part of the motion using the following table.

For each part of the motion (u to z), please indicate approximately how many pages of responsive records your department or portfolio would have. When determining an approximate number of pages, Departments should interpret the terms of the motion broadly with no scoping, including relevant departmental records (including portfolio organizations) in the case of (u), (w) and (x).

In addition, please identify the areas of scoping (e.g., final documents versus drafts, DG/ADM-level emails versus all emails, contractual information included versus not included, etc.) that would be most impactful in managing volume to assist your department in fulfilling the motion including how many pages it would represent.

Please provide the completed table by 10:00 a.m. on Wednesday, November 4, 2020.

Name of Department/Portfolio: __PSPC_____

u) an order of the House do issue for all memoranda, emails, documents, notes or other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Safety and Emergency Preparedness, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning **options, plans and preparations for the GPHIN since January 1, 2018;**	
Approximate number of pages without scoping (response requested from **PCO, PS, HC, PHAC)**	**Nil PSPC**
Potential Areas of Scoping with corresponding number of pages (response requested from **PCO, PS, HC, PHAC)**	

v) an order of the House do issue for a record of all communications between the government and the WHO in respect of **options, plans or preparations for any future operation, or absence thereof, of the GPHIN, since January 1, 2018**; **Response requested from all departments**	
Approximate number of pages without scoping (response requested from **all departments**)	**Nil PSPC**
Potential Areas of Scoping with corresponding number of pages (response requested from **all departments**)	

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w) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning **plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19, since March 19, 2020**;	
Approximate number of pages without scoping (response requested from **PCO, PSPC, HC, PHAC**)	**Nil PSPC – MinO TBC**
Potential Areas of Scoping with corresponding number of pages (response requested from **PCO, PSPC, HC, PHAC**)	

(x) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Prime Minister's Office, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada concerning **plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields, since March 19, 2020**;	
Approximate number of pages without scoping (response requested from **PCO, PSPC, HC, PHAC**)	**NIL PSPC – MinO TBC**
Potential Areas of Scoping with corresponding number of pages (response requested from **PCO, PSPC, HC, PHAC**)	

(y) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the **COVID-19 Vaccine Task Force and its subcommittees**;	
Approximate number of pages without scoping (response requested from **all departments**)	**Revised estimate = 13 500 pages**
Potential Areas of Scoping with corresponding number of pages (response requested from **all departments**)	**Revised estimate: 4700** • The start and end dates for searching for records is **March 19, 2020 to October 26, 2020.** • The request would be limited to material sent to or received from the Task Force and information concerning the

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	establishment of the Task Force, mandate, member selection, vetting of members, agendas, material circulated for meetings, The order would not include documents that simply reference the Task Force (e.g. communications material) and it work. Final versions of documents only. • The terms "memoranda, emails, documents, notes and other records" should be interpreted broadly to include QP notes, daily statistical and situational reports, communications or media line packages, decks, placemats, etc • Emails will include only those with business value from senior management to the Minister or Deputy Minister (transactional emails excluded) • "Senior management" is defined as ADM-level officials or higher • Text messages and summaries of phone calls can be excluded.

(z) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the Government of **Canada's COVID-19 vaccine distribution and monitoring strategy, including, but not limited to anticipated timelines for the distribution of an approved COVID-19 vaccine across Canada and the prioritization of population groups for vaccination**;	
Approximate number of pages without scoping (response requested from **all departments**)	**Revised estimate = 20 300**
Potential Areas of Scoping with corresponding number of pages (response requested from **all departments**)	**Revised estimate: = 8 500** • The start and end dates for searching for records is March 19, 2020 to October 26, 2020. • "Distribution" relates to the moving of vaccines from the federal government to provinces and territories. It does not include negotiation of contracts, contracts themselves, or the delivery of vaccines to the federal government • The terms "memoranda, emails, documents, notes and other records"

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	should be interpreted broadly to include QP notes, daily statistical and situational reports, communications or media line packages, decks, placemats. Final versions of documents only • Emails will include only those with business value from senior management to the Minister or Deputy Minister (transactional emails excluded) • "Senior management" is defined as ADM-level officials or higher • Text messages and summaries of phone calls can be excluded.

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Simmering, William

From: Wong-Fortin, Bonny
Sent: Friday, November 6, 2020 11:13 AM
To: Babad, Luke; Shi, Anke
Subject: FW: Urgent - Oct 26 Motion - Assessment of Volume
Attachments: Tasking #2_Covid secretariat.docx

Thank you for your work on this, I know it was another sprint exercise!

Our estimates have been provided to LHP. Please go ahead and share with our SDP and ERDP colleagues for their information.

From: Wong-Fortin, Bonny
Sent: Friday, November 6, 2020 11:11 AM
To: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Cc: Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>
Subject: RE: Urgent - Oct 26 Motion - Assessment of Volume

Good morning Maia and Jean! **s.69(1)(g)re: (e)**

Here is our estimate. Happy to discuss methodology of our estimates. Note that the vast majority of our pages account for the provision of our Daily Reports to ministers, [redacted]

Bonny

From: Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>
Sent: Friday, November 6, 2020 10:42 AM
To: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: RE: Urgent - Oct 26 Motion - Assessment of Volume

Bonny please go ahead and share our summary with Maia.

Dominique

From: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Sent: November 6, 2020 10:42 AM
To: Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: Urgent - Oct 26 Motion - Assessment of Volume

Hello and Happy Friday to you both,

Wondering when we might expect your estimates re volume of documents for Oct 26 motion? We've got input from the other key organizations at PCO and elsewhere, and Ian is looking to wrap up and share with DMs ASAP.

Let me know if there's anything Jean or I can do to help.

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Thanks!

Maia

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For each part of the motion (u to z), please indicate approximately how many pages of responsive records your department or portfolio would have. When determining an approximate number of pages, Departments should interpret the terms of the motion broadly with no scoping, including relevant departmental records (including portfolio organizations) in the case of (u), (w) and (x).

In addition, please identify the areas of scoping (e.g., final documents versus drafts, DG/ADM-level emails versus all emails, contractual information included versus not included, etc.) that would be most impactful in managing volume to assist your department in fulfilling the motion including how many pages it would represent.

Please provide the completed table by 10:00 a.m. on Wednesday, November 4, 2020.

Name of Department/Portfolio: PCO – COVID-19 Secretariat

u) an order of the House do issue for all memoranda, emails, documents, notes or other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Safety and Emergency Preparedness, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning **options, plans and preparations for the GPHIN since January 1, 2018;**	
Approximate number of pages without scoping (response requested from **PCO, PS, HC, PHAC)**	**Nil**
Potential Areas of Scoping with corresponding number of pages (response requested from **PCO, PS, HC, PHAC)**	

v) an order of the House do issue for a record of all communications between the government and the WHO in respect of **options, plans or preparations for any future operation, or absence thereof, of the GPHIN, since January 1, 2018**; **Response requested from all departments**	
Approximate number of pages without scoping (response requested from **all departments**)	**Nil**
Potential Areas of Scoping with corresponding number of pages (response requested from **all departments**)	

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w) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning **plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19, since March 19, 2020**;	
Approximate number of pages without scoping (response requested from **PCO, PSPC, HC, PHAC**)	**100,000**
Potential Areas of Scoping with corresponding number of pages (response requested from **PCO, PSPC, HC, PHAC**)	If only final versions of documents are included: 89,000 If only items at DG-level and above are included: 45,000 If transitory e-mails and documents (where the substance has been integrated into other documents) are excluded: 13,000

(x) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Prime Minister's Office, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada concerning **plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields, since March 19, 2020**;	
Approximate number of pages without scoping (response requested from **PCO, PSPC, HC, PHAC**)	**100,000 (substantial duplication with section (w)**
Potential Areas of Scoping with corresponding number of pages (response requested from **PCO, PSPC, HC, PHAC**)	If only final versions of documents are included: 89,000 If only items at DG-level and above are included: 45,000 If transitory e-mails and documents (where the substance has been integrated into other documents) are excluded: 13,000

(y) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the **COVID-19 Vaccine Task Force and its subcommittees**;

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Approximate number of pages without scoping (response requested from **all departments**)	**500**
Potential Areas of Scoping with corresponding number of pages (response requested from **all departments**)	

(z) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the Government of **Canada's COVID-19 vaccine distribution and monitoring strategy, including, but not limited to anticipated timelines for the distribution of an approved COVID-19 vaccine across Canada and the prioritization of population groups for vaccination**;	
Approximate number of pages without scoping (response requested from **all departments**)	**1,000**
Potential Areas of Scoping with corresponding number of pages (response requested from **all departments**)	

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Simmering, William

From: Bouchard, Chantal
Sent: Friday, November 6, 2020 11:08 AM
To: Babad, Luke
Cc: Wong-Fortin, Bonny
Subject: RE: COVID - Motion

Perfect, thanks for confirming. Hoping that we will stick with finals (not drafts). Waiting for confirmation. Have a good Friday!

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Friday, November 6, 2020 10:42 AM
To: Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>
Cc: Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>
Subject: RE: COVID - Motion

Happy Friday my friend!

I think that makes good sense, as we'll be combing through scenario notes and key messages anyway. Would be a quick drag and drop for us as we have them all saved in one place, and that way other groups can rest easy knowing the content is captured.

Luke

From: Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>
Sent: Friday, November 6, 2020 10:40 AM
To: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Cc: Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>
Subject: COVID - Motion

Hi Luke, want to confirm with you, that for this exercise, you guys will be providing all relevant Chair's notes that were developed/submitted for COVID meetings?

Chantal Bouchard
Senior Policy Advisor/Conseillère principale de la politique
Social development Policy/Politique du développement social
Privy Council Office/Bureau du Conseil privé
819-595-2948 s.16(2)
Cell: [redacted]
Chantal.bouchard@pco-bcp.gc.ca

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Simmering, William

From: Richardson, Cynthia (HC/SC) <cynthia.richardson@canada.ca>
Sent: Monday, November 9, 2020 1:52 PM
To: Annie Plouffe; Melchin, Derek (PS/SP); DEIRDRA.FINN@forces.gc.ca; Neilson, David; Alexandre.Drago@international.gc.ca; brigitte.parent@tc.gc.ca; marieclaude.lessard@hrsdc-rhdcc.gc.ca; Parsons, Chris (IC)
Cc: JOHN.OCONNELL@forces.gc.ca; Mathews, Curtis (HC/SC); Smith, ChristineN (HC/SC); Collins, Zahira (HC/SC); Lacombe, Linda (HC/SC)
Subject: RE: Motion for the Production of Papers - COVID

Same for HC and PHAC. We are involved in all 6 of the Rempel and the 2 Green, though one of the Green more than the other I undertand.

From: Annie Plouffe <Annie.Plouffe@tpsgc-pwgsc.gc.ca>
Sent: 2020-11-09 1:45 PM
To: Richardson, Cynthia (HC/SC) <cynthia.richardson@canada.ca>; Melchin, Derek (PS/SP) <derek.melchin@canada.ca>; DEIRDRA.FINN@forces.gc.ca; David.Neilson@pco-bcp.gc.ca; Alexandre.Drago@international.gc.ca; brigitte.parent@tc.gc.ca; marieclaude.lessard@hrsdc-rhdcc.gc.ca; Parsons, Chris (IC) <chris.parsons@canada.ca>
Cc: JOHN.OCONNELL@forces.gc.ca; Mathews, Curtis (HC/SC) <curtis.mathews@canada.ca>; Smith, ChristineN (HC/SC) <christinen.smith@canada.ca>; Collins, Zahira (HC/SC) <zahira.collins@canada.ca>; Lacombe, Linda (HC/SC) <linda.lacombe@canada.ca>
Subject: RE: Motion for the Production of Papers - COVID

BTW we have also 2 other motions – Green 1 and 2 from last session were retabled.

Annie

613-851-1171

From: Richardson, Cynthia (HC/SC) [mailto:cynthia.richardson@canada.ca]
Sent: November 9, 2020 11:36 AM
To: Melchin, Derek (PS/SP) <derek.melchin@canada.ca>; DEIRDRA.FINN@forces.gc.ca; David.Neilson@pco-bcp.gc.ca; Alexandre.Drago@international.gc.ca; brigitte.parent@tc.gc.ca; marieclaude.lessard@hrsdc-rhdcc.gc.ca; Annie Plouffe <Annie.Plouffe@tpsgc-pwgsc.gc.ca>; Parsons, Chris (IC) <chris.parsons@canada.ca>
Cc: JOHN.OCONNELL@forces.gc.ca; Mathews, Curtis (HC/SC) <curtis.mathews@canada.ca>; Smith, ChristineN (HC/SC) <christinen.smith@canada.ca>; Collins, Zahira (HC/SC) <zahira.collins@canada.ca>; Lacombe, Linda (HC/SC) <linda.lacombe@canada.ca>
Subject: RE: Motion for the Production of Papers - COVID

OK we will set up a call with those on this e-mail, minus ESDC. People can feel free to join if they wish.

Cynthia

From: Melchin, Derek (PS/SP) <derek.melchin@canada.ca>
Sent: 2020-11-09 11:35 AM
To: Richardson, Cynthia (HC/SC) <cynthia.richardson@canada.ca>; DEIRDRA.FINN@forces.gc.ca; David.Neilson@pco-bcp.gc.ca; Alexandre.Drago@international.gc.ca; brigitte.parent@tc.gc.ca; marieclaude.lessard@hrsdc-rhdcc.gc.ca; Annie Plouffe <Annie.Plouffe@tpsgc-pwgsc.gc.ca>; Parsons, Chris (IC) <chris.parsons@canada.ca>

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Cc: JOHN.OCONNELL@forces.gc.ca; Mathews, Curtis (HC/SC) <curtis.mathews@canada.ca>; Smith, ChristineN (HC/SC) <christinen.smith@canada.ca>; Collins, Zahira (HC/SC) <zahira.collins@canada.ca>; Lacombe, Linda (HC/SC) <linda.lacombe@canada.ca>
Subject: RE: Motion for the Production of Papers - COVID

Hi Cynthia,

That would be appreciated. We are definitely confused and some additional guidance would be helpful.

Derek Melchin (he/il)

Director, ATIP and Executive Services
Public Safety Canada | Government of Canada
derek.melchin@canada.ca | 613-404-7658

Directeur, AIPRP et services exécutifs
Sécurité publique Canada | Gouvernement du Canada
derek.melchin@canada.ca | 613-404-7658

#GetYourGiveOn / #LeTempsDeDonner
Team GCWCC 2020 / Équipe CCMTGC 2020

From: Richardson, Cynthia (HC/SC) <cynthia.richardson@canada.ca>
Sent: Monday, November 9, 2020 11:32 AM
To: DEIRDRA.FINN@forces.gc.ca; Melchin, Derek (PS/SP) <derek.melchin@canada.ca>; David.Neilson@pco-bcp.gc.ca; Alexandre.Drago@international.gc.ca; brigitte.parent@tc.gc.ca; marieclaude.lessard@hrsdc-rhdcc.gc.ca; Annie Plouffe <Annie.Plouffe@tpsgc-pwgsc.gc.ca>; Parsons, Chris (IC) <chris.parsons@canada.ca>
Cc: JOHN.OCONNELL@forces.gc.ca; Mathews, Curtis (HC/SC) <curtis.mathews@canada.ca>; Smith, ChristineN (HC/SC) <christinen.smith@canada.ca>; Collins, Zahira (HC/SC) <zahira.collins@canada.ca>; Lacombe, Linda (HC/SC) <linda.lacombe@canada.ca>
Subject: RE: Motion for the Production of Papers - COVID

Hi,
Adding in Chris and Annie, as I know that they are involved also.
I probably have more intel, since we had calls over the weekend to figure out what we are doing on our end, and have had several conversations with DOJ on the software and how it works/needs.

Perhaps a conference call would be useful?

Cynthia

From: DEIRDRA.FINN@forces.gc.ca <DEIRDRA.FINN@forces.gc.ca>
Sent: 2020-11-09 11:26 AM
To: Melchin, Derek (PS/SP) <derek.melchin@canada.ca>; Richardson, Cynthia (HC/SC) <cynthia.richardson@canada.ca>; David.Neilson@pco-bcp.gc.ca; Alexandre.Drago@international.gc.ca; brigitte.parent@tc.gc.ca;

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marieclaude.lessard@hrsdc-rhdcc.gc.ca
Cc: JOHN.OCONNELL@forces.gc.ca
Subject: RE: Motion for the Production of Papers - COVID

HI Derek,

DND is affected. I was surprised to learn that yesterday as well. My DParlaA team is responsible for tasking, gathering and I do the redaction. Use of Ringtail was interesting as well. I was surprised as I had asked DOJ to borrow licenses and answer was no for MPP as it was "not in mandate".

On the rest of your points I have same concerns. Our DPArlA team is lead and is aware. And I am awaiting further guidance form them

Deirdra

From: Melchin, Derek (PS/SP) [mailto:derek.melchin@canada.ca]
Sent: November 9, 2020 11:18 AM
To: Richardson, Cynthia (HC/SC) <cynthia.richardson@canada.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>; Finn D@Corp Sec DAIP@Ottawa-Hull <DEIRDRA.FINN@forces.gc.ca>; Alexandre.Drago@international.gc.ca; brigitte.parent@tc.gc.ca; marieclaude.lessard@hrsdc-rhdcc.gc.ca
Subject: FW: Motion for the Production of Papers - COVID

Good morning folks,

I'm not sure who is being impacted by the most recent production order (see below), so am sending this to all of you and would appreciate your thoughts if you have any.

We received the directions below from PCO concerning the latest production order, instructing us to provide all materials direction to PCO without any redactions. We're concerned about the implications of the proposed approach, and I'm looking for your thoughts on this. During the first HESA tasking, s.23

Have you discussed these instructions and is there something I'm missing here? We're trying to understand how it's possible to comply with PCO's instructions without putting our obligations at risk. Any additional information would be welcome.

Thanks!

Derek Melchin (he/il)

Director, ATIP and Executive Services
Public Safety Canada | Government of Canada
derek.melchin@canada.ca | 613-404-7658

Directeur, AIPRP et services exécutifs

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derek.melchin@canada.ca | 613-404-7658

#GetYourGiveOn / #LeTempsDeDonner
Team GCWCC 2020 / Équipe CCMTGC 2020

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Friday, November 6, 2020 6:23 PM
To: Bombardier, Manon (HC/SC) <manon.bombardier@canada.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Shannon, Tara <Tara.Shannon@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Tremblay2, Genevieve (IC) <genevieve.tremblay2@canada.ca>; Jessica Kerr (ESDC) <jessica.kerr@hrsdc-rhdcc.gc.ca>; Maia, Ana (IC) <ana.maia@canada.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Champagne, Gaetan (IC) <gaetan.champagne@canada.ca>; Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-bcp.gc.ca>; Romano, Anna (PHAC/ASPC) <anna.romano@canada.ca>; Munim, Ata-UL (Ext.) <ata-ul.munim@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Tremblay2, Genevieve (IC) <genevieve.tremblay2@canada.ca>; Faustin, Isabelle (PHAC/ASPC) <isabelle.faustin@canada.ca>; Jessica Kerr <jessica.kerr@hrsdc-rhdcc.gc.ca>; Beaudoin, John (PHAC/ASPC) <john.beaudoin@canada.ca>; Prokipcak, Joseph (HC/SC) <joseph.prokipcak@canada.ca>; Martine Pelletier <martine.pelletier@hrsdc-rhdcc.gc.ca'>; Annik Larocque (ESDC) <annik.larocque@hrsdc-rhdcc.gc.ca>; Cal Piché <Cal.Piche@cic.gc.ca>; Mariage, Chad (IC) <chad.mariage@canada.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Colleen Calvert (GAC) <colleen.calvert@international.gc.ca>; Corinne Boucher (SW) <corinne.boucher@cfc-swc.gc.ca>; Corri Barr (PSPC) <corri.barr@tpsgc-pwgsc.gc.ca>; Vaillancourt, Danica (NRCAN/RNCAN) <danica.vaillancourt@canada.ca>; Etienne Caouette-Fraser (CMHC) <ecaouett@cmhc-schl.gc.ca>; Masse, Francois (AADNC/AANDC) <francois.masse@canada.ca>; Ian Miller (DND) <ian.miller@forces.gc.ca>; Balite, Irene (FIN) <irene.balite@canada.ca>; Chan, Iwan (EC) <iwan.chan@canada.ca>; Dufort, Jacques (HC/SC) <jacques.dufort@canada.ca>; Nandy, Janhabi (Ext.) <janhabi.nandy@tbs-sct.gc.ca>; Cleary, Jennifer (VAC/ACC) <jennifer.cleary@canada.ca>; Jennifer Mooney (DFO) <jennifer.mooney@dfo-mpo.gc.ca>; Ratansi-Rodrigues, Jenny (PCH) <jenny.ratansi-rodrigues@canada.ca>; Jimmy M. Brrackenridge (TC) <jimmy.brackenridge@tc.gc.ca>; El-Koura, Karl (INFC) <karl.el-koura@canada.ca>; MacDonald2, Katherine (AAFC/AAC) <katherine.macdonald2@canada.ca>; Laura Corkill (PSPC) <laura.corkill@tpsgc-pwgsc.gc.ca>; Smylie, Lisa (Ext.) <lisa.smylie@cfc-swc.gc.ca>; McKenzie Presley, Lorraine (PS/SP) <lorraine.mckenziepresley@canada.ca>; Lorraine Redekop (CRA) <lorraine.redekop@cra-arc.gc.ca>; Louise Hayes (TBS) <louise.hayes@tbs-sct.gc.ca>; Vallières, Marc (PS/SP) <marc.vallieres@canada.ca>; Jourdenais, Martin (PCH) <martin.jourdenais@canada.ca>; Megan Weekes (DND) <megan.weekes@forces.gc.ca>; Devlin-Coull, Melissa (INFC) <melissa.devlin-coull@canada.ca>; Michael Berg (GAC) <michael.berg@international.gc.ca>; Joanisse, Micheline (NRCan/RNCan) <micheline.joanisse@canada.ca>; Bevan, Monique (SSC/SPC) <monique.bevan@canada.ca>; Carstens, Pamela (SSC/SPC) <pamela.carstens@canada.ca>; Comeau, Paul (EC) <paul.comeau@canada.ca>; Rebecca Barnes (GAC) <rebecca.barnes@international.gc.ca>; Riley Hennessey (DND) <riley.hennessey@forces.gc.ca>; Rima Hamoui (DFO) <rima.hamoui@dfo-mpo.gc.ca>; Thorpe, Sally (AADNC/AANDC) <sally.thorpe@canada.ca>; Simon Cardinal (IRCC) <simon.cardinal@cic.gc.ca>; Bedard, Sophie (AAFC/AAC) <sophie.bedard@canada.ca>; Stephanie Littlejohn IRCC <stephanie.littlejohn@cic.ca>; Tara Hall (CRA) <tara.hall@cra-arc.gc.ca>; Caron, Tiffany (SSC/SPC) <tiffany.caron@canada.ca>; Gibb, Timothea (AADNC/AANDC) <timothea.gibb@canada.ca>; Yanike Legault (JUS) <yanike.legault@justice.gc.ca>; Zachary Healy (JUS) <zachary.healy@justice.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Gray, Sarah <Sarah.Gray@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Lauzon, Adam <Adam.Lauzon@pco-bcp.gc.ca>; MacLean, Charles

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<Charles.MacLean@pco-bcp.gc.ca>; Mendes, Annesha <Annesha.Mendes@pco-bcp.gc.ca>; Munim, Ata-UL (Ext.) <ata-ul.munim@pco-bcp.gc.ca>; Nicholls, Melissa <Melissa.Nicholls@pco-bcp.gc.ca>; Oda, Michael <Michael.Oda@pco-bcp.gc.ca>; Peppy, Shaun <Shaun.Peppy@pco-bcp.gc.ca>; Bédard, Rachelle <Rachelle.Bedard@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-bcp.gc.ca>; Tumber, Reema <Reema.Tumber@pco-bcp.gc.ca>; Wittenburg, Shane <Shane.Wittenburg@pco-bcp.gc.ca>; Stringham, James <James.Stringham@justice.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Setlakwe, Lisa (Ext.) <lisa.setlakwe@pco-bcp.gc.ca>; Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Babad, Luke <Luke.Babad@pco-bcp.gc.ca>; Babad, Luke <Luke.Babad@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; Jason, Rose Martine <RoseMartine.Jason@pco-bcp.gc.ca>; Adriana Simedrea (TC) <adriana.simedrea@tc.gc.ca>; Gélinas, Amélie (PCH) <amelie.gelinas@canada.ca>; King, Andrea (INFC) <andrea.king@canada.ca>; Annick Hector (ESDC) <annick.hector@hrsdc-rhdcc.gc.ca>; Benjamin Woodman (PSCP) <benjamin.woodman@tpsgc-pwgsc.gc.ca>; Bryan Kirk (ESDC) <bryan.kirk@hrsdc-rhdcc.gc.ca>; Morin, Catherine (PCH) <catherine.morin@canada.ca>; Choi2, Charles (VAC/ACC) <charles.choi2@canada.ca>; Vezeau, Christian (PC) <christian.vezeau@canada.ca>; Claudine Bouvier(PSPC) <claudine.bouvier@tpsgc-pwgsc.gc.ca>; Dana Robinson <dana.robinson@tbs-sct.gc.ca>; Bolivar, Danelia (INFC) <danelia.bolivar@canada.ca>; Legare, Dyanna (VAC/ACC) <dyanna.legare@canada.ca>; Emilie Anne Duval (TBS) <emilieanne.duval@tbs-sct.gc.ca>; Harvey, François (FIN) <francois.harvey@canada.ca>; Helga El-Zein (CRA) <Helga.El-Zein@cra-arc.gc.ca>; Isabelle LaFrenière (JUS) <isabelle.lafreniere@justice.gc.ca>; Marshall, Jason (VAC/ACC) <jason.marshall@canada.ca>; Contant, Joanne (AAFC/AAC) <joanne.contant@canada.ca>; Cicalo, Jordan (HC/SC) <jordan.cicalo@canada.ca>; Julie Samson (ESDC) <julie.samson@hrsdc-rhdcc.gc.ca>; Braun, Laura (PS/SP) <laura.braun@canada.ca>; Langis, Marc (PCH) <marc.langis@canada.ca>; Mark Power (JUS) <mark.power@justice.gc.ca>; Ricco, Michael (INFC) <michael.ricco@canada.ca>; Mahdi, Nastassia (INFC) <nastassia.mahdi@canada.ca>; Baker, Nicole <Nicole.Baker@pco-bcp.gc.ca>; Peter Ferguson (DFO) <Peter.Ferguson@dfo-mpo.gc.ca>; Ramzi Yonis (DFO) <ramzi.yonis@dfo-mpo.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Rossano Bernardi (CRA) <Rossano.Bernardi@cra-arc.gc.ca>; Wichers, Ryan (SSC/SPC) <ryan.wichers@canada.ca>; Sanjay Vachali (PSPC) <Sanjay.Vachali@tpsgc-pwgsc.gc.ca>; McNicholl, Stephane (NRCan/RNCan) <stephane.mcnicholl@canada.ca>; Stephanie Littlejohn CIC <Stephanie.Littlejohn@cic.gc.ca>; Nadon, Susan (PS/SP) <susan.nadon@canada.ca>; Guay, Tanya (IC) <tanya.guay@canada.ca>; Winnie Pang CWC <winnie.pang@cfc-swc.gc.ca>; Wladyslaw Kinastowsk (CRA) <Wladyslaw.Kinastowski@cra-arc.gc.ca>
Subject: Motion for the Production of Papers - COVID

[Please forward this message to your respective ADMs]

Good afternoon,

On October 26, the House of Commons adopted a motion ordering the production of documents related to the government's response to the COVID-19 Pandemic.
The Privy Council Office (PCO) will be coordinating this undertaking across government. Please disregard any previous taskings.
Guidance on translation, redactions and scoping will be provided by PCO as soon as possible.
In the meantime, we ask that all departments in possession of relevant documents do the following:

1. Identify all relevant documents
2. Do not alter the documents (keep them in their original form)
3. Do not convert the documents into another format (ie PDF)
4. Do not redact the documents
5. Do not translate the documents

To compile the Government's response to the motion, we will use an eDiscovery document review platform called Ringtail to store all responsive documents, and to review and redact them. Two databases will be created – one rated for Secret documents, another for Protected B and unclassified documents. These databases will be housed in the Ringtail environments of the Department of Justice.
Ringtail has several analytics functions that will make document review and redaction more efficient and consistent:

- Identical documents can be identified: duplicates can be eliminated from review.

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- Chains of emails can be identified and only those emails needed to provide all the content in the email chain need be reviewed.
- Documents are fully indexed and their content can be searched.
- Documents that are conceptually related can be clustered and tasked to the same reviewer.
- Workflows can direct documents to reviewers in structured assignments; progress on assignments can be monitored; when they have been reviewed, documents can be put into new workflows for quality control assessment.

The analytics functions of Ringtail require that we collect documents in their native format: their content and metadata should not be altered. This means that documents *should be left where they are.* They should not be moved from their current location until instructed to do so. Documents will be reviewed and redacted in Ringtail, so they should not be redacted before they are collected and sent to Justice.
We are asking you refrain from collecting documents at this time so that we can provide you and your IT staff with further guidance on how to do collection in a way that preserves the content and metadata of the documents. We will also provide guidance on how those who have responsive documents can preserve them until they are collected. Finally, we will provide direction on how to send your document collections to Justice for loading into Ringtail. In the meantime, we ask that you continue to identify the documents that you have in your possession that are responsive to the motion. Departments are responsible for coordinating this production of documents within their portfolio

As indicated in guidance provided on October 28, we ask that:

- For section (u), HC, PCO and PHAC identify all documents prepared between January 1, 2018 and October 26, 2020 inclusive concerning options, plans and preparations for the GPHIN.
- For section (v), all departments identify all communications made between the government and the WHO between January 1, 2018 and October 26, 2020 inclusive concerning options, plans and preparations for any future operation, or absence thereof, of the GPHIN.
- For sections (w) and (x), HC, PCO, and PHAC identify all documents prepared between March 19, 2020 and October 26, 2020 inclusive concerning:
  a) plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19; and
  b) plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields.
- For section (y), all departments identify all documents prepared up to October 26, 2020 inclusive relating to the COVID-19 Vaccine Task Force and its subcommittees.
- For section (z), all departments identify all documents prepared up to October 26, 2020 inclusive concerning the Government of Canada's COVID-19 vaccine distribution and monitoring strategy.

Please note that a conference call of Deputy Ministers will be held on Monday to continue discussions about this process.

If you have any questions, please contact: Jean Cintrat (jean.cintrat@pco-bcp.gc.ca) or Tamara Jeffrey (tamara.jeffrey@pco-bcp.gc.ca)

Text of the motion (parts related to the production of documents):

(u) an order of the House do issue for all memoranda, emails, documents, notes or other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Safety and Emergency Preparedness, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning options, plans and preparations for the GPHIN since January 1, 2018;

(v) an order of the House do issue for a record of all communications between the government and the WHO in respect of options, plans or preparations for any future operation, or absence thereof, of the GPHIN, since January 1, 2018;

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(w) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19, since March 19, 2020;

(x) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Prime Minister's Office, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada concerning plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields, since March 19, 2020;

(y) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the COVID-19 Vaccine Task Force and its subcommittees;

(z) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the Government of Canada's COVID-19 vaccine distribution and monitoring strategy, including, but not limited to anticipated timelines for the distribution of an approved COVID-19 vaccine across Canada and the prioritization of population groups for vaccination;

(aa) minutes of meetings of the cabinet and its committees be excluded from this order and all documents issued pursuant to this order (i) be organized by department and be provided to the Office of the Law Clerk and Parliamentary Counsel as soon as is practicable in light of the pandemic, but, in any event, not later than November 30, 2020, and, if this is not possible, the Clerk of the Privy Council may request an extension of no more than seven days, by writing a letter to the committee, (ii) be vetted for matters of personal privacy information and national security, and, with respect to paragraph (y) only, be additionally vetted for information the disclosure of which could reasonably be expected to interfere with contractual or other negotiations between the Government of Canada and a third party, by the Law Clerk and Parliamentary Counsel within seven days of the receipt of the documents, (iii) be laid upon the table by the Speaker, at the next earliest opportunity, once vetted, and permanently referred to the Standing Committee on Health; and

(bb) within seven days after all documents have been tabled pursuant to paragraph (aa), the Minister of Health, the Minister of Public Services and Procurement, the Minister of Public Safety and Emergency Preparedness, and the Minister of Innovation, Science and Industry be ordered to appear separately as witnesses before the Standing Committee on Health, for at least three hours each.

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Simmering, William

From: Alexandre.Drago@international.gc.ca
Sent: Monday, November 9, 2020 12:01 PM
To: DEIRDRA.FINN@forces.gc.ca; derek.melchin@canada.ca; cynthia.richardson@canada.ca; Neilson, David; brigitte.parent@tc.gc.ca; marieclaude.lessard@hrsdc-rhdcc.gc.ca
Cc: JOHN.OCONNELL@forces.gc.ca
Subject: RE: Motion for the Production of Papers - COVID

Colleagues,

GAC is involved as well – the lead on this is Parl. Affairs – they will do the tasking and gathering and we provide advice (ATIP lens approach) on redactions.

Alexandre

From: DEIRDRA.FINN@forces.gc.ca <DEIRDRA.FINN@forces.gc.ca>
Sent: November 9, 2020 11:26 AM
To: derek.melchin@canada.ca; cynthia.richardson@canada.ca; David.Neilson@pco-bcp.gc.ca; Drago, Alexandre -DCP <Alexandre.Drago@international.gc.ca>; brigitte.parent@tc.gc.ca; marieclaude.lessard@hrsdc-rhdcc.gc.ca
Cc: JOHN.OCONNELL@forces.gc.ca
Subject: RE: Motion for the Production of Papers - COVID

HI Derek,

DND is affected. I was surprised to learn that yesterday as well. My DParlaA team is responsible for tasking, gathering and I do the redaction. Use of Ringtail was interesting as well. I was surprised as I had asked DOJ to borrow licenses and answer was no for MPP as it was "not in mandate".

On the rest of your points I have same concerns. Our DPArlA team is lead and is aware. And I am awaiting further guidance form them

Deirdra

From: Melchin, Derek (PS/SP) [mailto:derek.melchin@canada.ca]
Sent: November 9, 2020 11:18 AM
To: Richardson, Cynthia (HC/SC) <cynthia.richardson@canada.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>; Finn D@Corp Sec DAIP@Ottawa-Hull <DEIRDRA.FINN@forces.gc.ca>; Alexandre.Drago@international.gc.ca; brigitte.parent@tc.gc.ca; marieclaude.lessard@hrsdc-rhdcc.gc.ca
Subject: FW: Motion for the Production of Papers - COVID

Good morning folks,

I'm not sure who is being impacted by the most recent production order (see below), so am sending this to all of you and would appreciate your thoughts if you have any.

We received the directions below from PCO concerning the latest production order, instructing us to provide all materials direction to PCO without any redactions. We're concerned about the implications of the proposed approach,

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s.23

and I'm looking for your thoughts on this. During the first HESA tasking, [redacted]

Have you discussed these instructions and is there something I'm missing here? We're trying to understand how it's possible to comply with PCO's instructions without putting our obligations at risk. Any additional information would be welcome.

Thanks!

Derek Melchin (he/il)

Director, ATIP and Executive Services
Public Safety Canada | Government of Canada
derek.melchin@canada.ca | 613-404-7658

Directeur, AIPRP et services exécutifs
Sécurité publique Canada | Gouvernement du Canada
derek.melchin@canada.ca | 613-404-7658

#GetYourGiveOn / #LeTempsDeDonner
Team GCWCC 2020 / Équipe CCMTGC 2020

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Friday, November 6, 2020 6:23 PM
To: Bombardier, Manon (HC/SC) <manon.bombardier@canada.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Shannon, Tara <Tara.Shannon@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Tremblay2, Genevieve (IC) <genevieve.tremblay2@canada.ca>; Jessica Kerr (ESDC) <jessica.kerr@hrsdc-rhdcc.gc.ca>; Maia, Ana (IC) <ana.maia@canada.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Champagne, Gaetan (IC) <gaetan.champagne@canada.ca>; Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-bcp.gc.ca>; Romano, Anna (PHAC/ASPC) <anna.romano@canada.ca>; Munim, Ata-UL (Ext.) <ata-ul.munim@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Tremblay2, Genevieve (IC) <genevieve.tremblay2@canada.ca>; Faustin, Isabelle (PHAC/ASPC) <isabelle.faustin@canada.ca>; Jessica Kerr <jessica.kerr@hrsdc-rhdcc.gc.ca>; Beaudoin, John (PHAC/ASPC) <john.beaudoin@canada.ca>; Prokipcak, Joseph (HC/SC) <joseph.prokipcak@canada.ca>; Martine Pelletier <martine.pelletier@hrsdc-rhdcc.gc.ca'>; Annik Larocque (ESDC) <annik.larocque@hrsdc-rhdcc.gc.ca>; Cal Piché <Cal.Piche@cic.gc.ca>; Mariage, Chad (IC) <chad.mariage@canada.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Colleen Calvert (GAC) <colleen.calvert@international.gc.ca>; Corinne Boucher (SW) <corinne.boucher@cfc-swc.gc.ca>; Corri Barr (PSPC) <corri.barr@tpsgc-pwgsc.gc.ca>; Vaillancourt, Danica (NRCAN/RNCAN) <danica.vaillancourt@canada.ca>; Etienne Caouette-Fraser (CMHC) <ecaouett@cmhc-schl.gc.ca>; Masse, Francois (AADNC/AANDC) <francois.masse@canada.ca>; Ian Miller (DND) <ian.miller@forces.gc.ca>; Balite, Irene (FIN) <irene.balite@canada.ca>; Chan, Iwan (EC)

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<iwan.chan@canada.ca>; Dufort, Jacques (HC/SC) <jacques.dufort@canada.ca>; Nandy, Janhabi (Ext.) <janhabi.nandy@tbs-sct.gc.ca>; Cleary, Jennifer (VAC/ACC) <jennifer.cleary@canada.ca>; Jennifer Mooney (DFO) <jennifer.mooney@dfo-mpo.gc.ca>; Ratansi-Rodrigues, Jenny (PCH) <jenny.ratansi-rodrigues@canada.ca>; Jimmy M. Brrackenridge (TC) <jimmy.brackenridge@tc.gc.ca>; El-Koura, Karl (INFC) <karl.el-koura@canada.ca>; MacDonald2, Katherine (AAFC/AAC) <katherine.macdonald2@canada.ca>; Laura Corkill (PSPC) <laura.corkill@tpsgc-pwgsc.gc.ca>; Smylie, Lisa (Ext.) <lisa.smylie@cfc-swc.gc.ca>; McKenzie Presley, Lorraine (PS/SP) <lorraine.mckenziepresley@canada.ca>; Lorraine Redekop (CRA) <lorraine.redekop@cra-arc.gc.ca>; Louise Hayes (TBS) <louise.hayes@tbs-sct.gc.ca>; Vallières, Marc (PS/SP) <marc.vallieres@canada.ca>; Jourdenais, Martin (PCH) <martin.jourdenais@canada.ca>; Megan Weekes (DND) <megan.weekes@forces.gc.ca>; Devlin-Coull, Melissa (INFC) <melissa.devlin-coull@canada.ca>; Michael Berg (GAC) <michael.berg@international.gc.ca>; Joanisse, Micheline (NRCan/RNCan) <micheline.joanisse@canada.ca>; Bevan, Monique (SSC/SPC) <monique.bevan@canada.ca>; Carstens, Pamela (SSC/SPC) <pamela.carstens@canada.ca>; Comeau, Paul (EC) <paul.comeau@canada.ca>; Rebecca Barnes (GAC) <rebecca.barnes@international.gc.ca>; Riley Hennessey (DND) <riley.hennessey@forces.gc.ca>; Rima Hamoui (DFO) <rima.hamoui@dfo-mpo.gc.ca>; Thorpe, Sally (AADNC/AANDC) <sally.thorpe@canada.ca>; Simon Cardinal (IRCC) <simon.cardinal@cic.gc.ca>; Bedard, Sophie (AAFC/AAC) <sophie.bedard@canada.ca>; Stephanie Littlejohn IRCC <stephanie.littlejohn@cic.ca>; Tara Hall (CRA) <tara.hall@cra-arc.gc.ca>; Caron, Tiffany (SSC/SPC) <tiffany.caron@canada.ca>; Gibb, Timothea (AADNC/AANDC) <timothea.gibb@canada.ca>; Yanike Legault (JUS) <yanike.legault@justice.gc.ca>; Zachary Healy (JUS) <zachary.healy@justice.gc.ca>

Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Gray, Sarah <Sarah.Gray@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Lauzon, Adam <Adam.Lauzon@pco-bcp.gc.ca>; MacLean, Charles <Charles.MacLean@pco-bcp.gc.ca>; Mendes, Annesha <Annesha.Mendes@pco-bcp.gc.ca>; Munim, Ata-UL (Ext.) <ata-ul.munim@pco-bcp.gc.ca>; Nicholls, Melissa <Melissa.Nicholls@pco-bcp.gc.ca>; Oda, Michael <Michael.Oda@pco-bcp.gc.ca>; Peppy, Shaun <Shaun.Peppy@pco-bcp.gc.ca>; Bédard, Rachelle <Rachelle.Bedard@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-bcp.gc.ca>; Tumber, Reema <Reema.Tumber@pco-bcp.gc.ca>; Wittenburg, Shane <Shane.Wittenburg@pco-bcp.gc.ca>; Stringham, James <James.Stringham@justice.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Setlakwe, Lisa (Ext.) <lisa.setlakwe@pco-bcp.gc.ca>; Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Babad, Luke <Luke.Babad@pco-bcp.gc.ca>; Babad, Luke <Luke.Babad@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; Jason, Rose Martine <RoseMartine.Jason@pco-bcp.gc.ca>; Adriana Simedrea (TC) <adriana.simedrea@tc.gc.ca>; Gélinas, Amélie (PCH) <amelie.gelinas@canada.ca>; King, Andrea (INFC) <andrea.king@canada.ca>; Annick Hector (ESDC) <annick.hector@hrsdc-rhdcc.gc.ca>; Benjamin Woodman (PSCP) <benjamin.woodman@tpsgc-pwgsc.gc.ca>; Bryan Kirk (ESDC) <bryan.kirk@hrsdc-rhdcc.gc.ca>; Morin, Catherine (PCH) <catherine.morin@canada.ca>; Choi2, Charles (VAC/ACC) <charles.choi2@canada.ca>; Vezeau, Christian (PC) <christian.vezeau@canada.ca>; Claudine Bouvier(PSPC) <claudine.bouvier@tpsgc-pwgsc.gc.ca>; Dana Robinson <dana.robinson@tbs-sct.gc.ca>; Bolivar, Danelia (INFC) <danelia.bolivar@canada.ca>; Legare, Dyanna (VAC/ACC) <dyanna.legare@canada.ca>; Emilie Anne Duval (TBS) <emilieanne.duval@tbs-sct.gc.ca>; Harvey, François (FIN) <francois.harvey@canada.ca>; Helga El-Zein (CRA) <Helga.El-Zein@cra-arc.gc.ca>; Isabelle LaFrenière (JUS) <isabelle.lafreniere@justice.gc.ca>; Marshall, Jason (VAC/ACC) <jason.marshall@canada.ca>; Contant, Joanne (AAFC/AAC) <joanne.contant@canada.ca>; Cicalo, Jordan (HC/SC) <jordan.cicalo@canada.ca>; Julie Samson (ESDC) <julie.samson@hrsdc-rhdcc.gc.ca>; Braun, Laura (PS/SP) <laura.braun@canada.ca>; Langis, Marc (PCH) <marc.langis@canada.ca>; Mark Power (JUS) <mark.power@justice.gc.ca>; Ricco, Michael (INFC) <michael.ricco@canada.ca>; Mahdi, Nastassia (INFC) <nastassia.mahdi@canada.ca>; Baker, Nicole <Nicole.Baker@pco-bcp.gc.ca>; Peter Ferguson (DFO) <Peter.Ferguson@dfo-mpo.gc.ca>; Ramzi Yonis (DFO) <ramzi.yonis@dfo-mpo.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Rossano Bernardi (CRA) <Rossano.Bernardi@cra-arc.gc.ca>; Wichers, Ryan (SSC/SPC) <ryan.wichers@canada.ca>; Sanjay Vachali (PSPC) <Sanjay.Vachali@tpsgc-pwgsc.gc.ca>; McNicholl, Stephane (NRCan/RNCan) <stephane.mcnicholl@canada.ca>; Stephanie Littlejohn CIC <Stephanie.Littlejohn@cic.gc.ca>; Nadon, Susan (PS/SP) <susan.nadon@canada.ca>; Guay, Tanya (IC) <tanya.guay@canada.ca>; Winnie Pang CWC <winnie.pang@cfc-swc.gc.ca>; Wladyslaw Kinastowsk (CRA) <Wladyslaw.Kinastowski@cra-arc.gc.ca>

Subject: Motion for the Production of Papers - COVID

[Please forward this message to your respective ADMs]

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Good afternoon,

On October 26, the House of Commons adopted a motion ordering the production of documents related to the government's response to the COVID-19 Pandemic.
The Privy Council Office (PCO) will be coordinating this undertaking across government. Please disregard any previous taskings.
Guidance on translation, redactions and scoping will be provided by PCO as soon as possible.
In the meantime, we ask that all departments in possession of relevant documents do the following:

1. Identify all relevant documents
2. Do not alter the documents (keep them in their original form)
3. Do not convert the documents into another format (ie PDF)
4. Do not redact the documents
5. Do not translate the documents

To compile the Government's response to the motion, we will use an eDiscovery document review platform called Ringtail to store all responsive documents, and to review and redact them. Two databases will be created – one rated for Secret documents, another for Protected B and unclassified documents. These databases will be housed in the Ringtail environments of the Department of Justice.
Ringtail has several analytics functions that will make document review and redaction more efficient and consistent:

- Identical documents can be identified: duplicates can be eliminated from review.
- Chains of emails can be identified and only those emails needed to provide all the content in the email chain need be reviewed.
- Documents are fully indexed and their content can be searched.
- Documents that are conceptually related can be clustered and tasked to the same reviewer.
- Workflows can direct documents to reviewers in structured assignments; progress on assignments can be monitored; when they have been reviewed, documents can be put into new workflows for quality control assessment.

The analytics functions of Ringtail require that we collect documents in their native format: their content and metadata should not be altered. This means that documents *should be left where they are.* They should not be moved from their current location until instructed to do so. Documents will be reviewed and redacted in Ringtail, so they should not be redacted before they are collected and sent to Justice.
We are asking you refrain from collecting documents at this time so that we can provide you and your IT staff with further guidance on how to do collection in a way that preserves the content and metadata of the documents. We will also provide guidance on how those who have responsive documents can preserve them until they are collected. Finally, we will provide direction on how to send your document collections to Justice for loading into Ringtail. In the meantime, we ask that you continue to identify the documents that you have in your possession that are responsive to the motion.
Departments are responsible for coordinating this production of documents within their portfolio

As indicated in guidance provided on October 28, we ask that:

- For section (u), HC, PCO and PHAC identify all documents prepared between January 1, 2018 and October 26, 2020 inclusive concerning options, plans and preparations for the GPHIN.
- For section (v), all departments identify all communications made between the government and the WHO between January 1, 2018 and October 26, 2020 inclusive concerning options, plans and preparations for any future operation, or absence thereof, of the GPHIN.
- For sections (w) and (x), HC, PCO, and PHAC identify all documents prepared between March 19, 2020 and October 26, 2020 inclusive concerning:
    a) plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19; and
    b) plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields.

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- For section (y), all departments identify all documents prepared up to October 26, 2020 inclusive relating to the COVID-19 Vaccine Task Force and its subcommittees.
- For section (z), all departments identify all documents prepared up to October 26, 2020 inclusive concerning the Government of Canada's COVID-19 vaccine distribution and monitoring strategy.

Please note that a conference call of Deputy Ministers will be held on Monday to continue discussions about this process.

If you have any questions, please contact: Jean Cintrat (jean.cintrat@pco-bcp.gc.ca) or Tamara Jeffrey (tamara.jeffrey@pco-bcp.gc.ca)

Text of the motion (parts related to the production of documents):

(u) an order of the House do issue for all memoranda, emails, documents, notes or other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Safety and Emergency Preparedness, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning options, plans and preparations for the GPHIN since January 1, 2018;

(v) an order of the House do issue for a record of all communications between the government and the WHO in respect of options, plans or preparations for any future operation, or absence thereof, of the GPHIN, since January 1, 2018;

(w) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19, since March 19, 2020;

(x) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Prime Minister's Office, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada concerning plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields, since March 19, 2020;

(y) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the COVID-19 Vaccine Task Force and its subcommittees;

(z) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the Government of Canada's COVID-19 vaccine distribution and monitoring strategy, including, but not limited to anticipated timelines for the distribution of an approved COVID-19 vaccine across Canada and the prioritization of population groups for vaccination;

(aa) minutes of meetings of the cabinet and its committees be excluded from this order and all documents issued pursuant to this order (i) be organized by department and be provided to the Office of the Law Clerk and Parliamentary Counsel as soon as is practicable in light of the pandemic, but, in any event, not later than November 30, 2020, and, if this is not possible, the Clerk of the Privy Council may request an extension of no more than seven days, by writing a letter to the committee, (ii) be vetted for matters of personal privacy information and national security, and, with respect to paragraph (y) only, be additionally vetted for information the disclosure of which could reasonably be expected to interfere with contractual or other negotiations between the Government of Canada and a third party, by the Law Clerk and Parliamentary Counsel within seven days of the receipt of the documents, (iii) be laid upon the table by the Speaker, at the next earliest opportunity, once vetted, and permanently referred to the Standing Committee on Health; and

(bb) within seven days after all documents have been tabled pursuant to paragraph (aa), the Minister of Health, the Minister of Public Services and Procurement, the Minister of Public Safety and Emergency Preparedness, and

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the Minister of Innovation, Science and Industry be ordered to appear separately as witnesses before the Standing Committee on Health, for at least three hours each.

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Simmering, William

From: Mariani, Natalina
Sent: Wednesday, November 11, 2020 9:18 AM
To: Neilson, David
Subject: RE: Motion for the Production of Papers - COVID

Good morning David,

The file has been created in APCM (MP-2020-00012) and documents have been added.

Let me know when you receive more on the due date, I've left it blank for now.

Thanks,

Natalina Mariani
A/Deputy Director/ Directrice adjointe p.i.
natalina.mariani@pco-bcp.gc.ca
(C): [redacted]

s.16(2)

From: Neilson, David <David.Neilson@pco-bcp.gc.ca>
Sent: Tuesday, November 10, 2020 6:44 PM
To: Mariani, Natalina <Natalina.Mariani@pco-bcp.gc.ca>
Subject: Fwd: Motion for the Production of Papers - COVID

Here is another email for the same motion to be added to the file.

David Neilson
Executive Director ATIP/IM

Begin forwarded message:

> **From:** "Shea, Matthew" <Matthew.Shea@pco-bcp.gc.ca>
> **Date:** November 7, 2020 at 11:40:59 AM EST
> **To:** "Neilson, David" <David.Neilson@pco-bcp.gc.ca>
> **Subject: Fwd: Motion for the Production of Papers - COVID**
>
> Sent from my iPhone
>
> Begin forwarded message:
>
> > **From:** "McCowan, Ian" <Ian.McCowan@pco-bcp.gc.ca>
> > **Date:** November 7, 2020 at 11:40:00 AM EST
> > **To:** "Tremblay, Christyne" <Christyne.Tremblay@pco-bcp.gc.ca>, "Drouin, Nathalie G. (DM/SM)" <Nathalie.G.Drouin@justice.gc.ca>, "van Dieen, Jodie" <Jodie.vanDieen@pco-bcp.gc.ca>, "Shea, Matthew" <Matthew.Shea@pco-bcp.gc.ca>
> > **Cc:** "Welbourne, Maia" <Maia.Welbourne@pco-bcp.gc.ca>
> > **Subject: Motion for the Production of Papers - COVID**

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FYI

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Friday, November 6, 2020 6:23 PM
To: Bombardier, Manon (HC/SC) <manon.bombardier@canada.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Shannon, Tara <Tara.Shannon@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Tremblay2, Genevieve (IC) <genevieve.tremblay2@canada.ca>; Jessica Kerr (ESDC) <jessica.kerr@hrsdc-rhdcc.gc.ca>; Ana Maia (IC) <ana.maia@canada.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Gaetan Champagne <gaetan.champagne@canada.ca>; Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-bcp.gc.ca>; Anna Romano (PHAC/ASPC) <anna.romano@canada.ca>; Munim, Ata-UL <Ata-UL.Munim@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Genevieve Tremblay <genevieve.tremblay2@canada.ca>; Isabelle Faustin <isabelle.faustin@canada.ca>; Jessica Kerr <jessica.kerr@hrsdc-rhdcc.gc.ca>; John Beaudoin <john.beaudoin@canada.ca>; Joseph Prokipcak <joseph.prokipcak@canada.ca>; Martine Pelletier <martine.pelletier@hrsdc-rhdcc.gc.ca'>; Annik Larocque (ESDC) <annik.larocque@hrsdc-rhdcc.gc.ca>; Cal Piché <Cal.Piche@cic.gc.ca>; Chad Mariage (ISED) <chad.mariage@canada.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Colleen Calvert (GAC) <colleen.calvert@international.gc.ca>; Corinne Boucher (SW) <corinne.boucher@cfc-swc.gc.ca>; Corri Barr (PSPC) <corri.barr@tpsgc-pwgsc.gc.ca>; Danica Vaillancourt (NRCAN) <danica.vaillancourt@canada.ca>; Etienne Caouette-Fraser (CMHC) <ecaouett@cmhc-schl.gc.ca>; Francois Masse (ISC) <francois.masse@canada.ca>; Ian Miller (DND) <ian.miller@forces.gc.ca>; Irene Balite (FIN) <irene.balite@canada.ca>; Iwan chan (ECCC) <iwan.chan@canada.ca>; Jacques Dufort (VAC) <Jacques.Dufort@canada.ca>; Janhabi Nandy (TBS) <janhabi.nandy@tbs-sct.gc.ca>; Jennifer Cleary (VAC) <jennifer.cleary@canada.ca>; Jennifer Mooney (DFO) <jennifer.mooney@dfo-mpo.gc.ca>; Jenny Ratansi-Rodrigues (PCH) <jenny.ratansi-rodrigues@canada.ca>; Jimmy M. Brrackenridge (TC) <jimmy.brackenridge@tc.gc.ca>; Karl El-Koura (INFC) <karl.elkoura@canada.ca>; katherine.macdonald (AAFC) <katherine.macdonald2@canada.ca>; Laura Corkill (PSPC) <laura.corkill@tpsgc-pwgsc.gc.ca>; Lisa Smylie (SW) <lisa.smylie@cfc-swc.gc.ca>; Lorraine McKenzie Presley (PS) <lorraine.mckenziepresley@canada.ca>; Lorraine Redekop (CRA) <lorraine.redekop@cra-arc.gc.ca>; Louise Hayes (TBS) <louise.hayes@tbs-sct.gc.ca>; Marc Vallières (PS) <marc.vallieres@canada.ca>; Martin Jourdenais (PCH) <martin.jourdenais@canada.ca>; Megan Weekes (DND) <megan.weekes@forces.gc.ca>; Melissa Devlin-Coull (INFC) <melissa.devlin-coull@canada.ca>; Michael Berg (GAC) <michael.berg@international.gc.ca>; Micheline Joanisse (NRCAN) <micheline.joanisse@canada.ca>; Monique Bevan SCC <monique.bevan@canada.ca>; Pamela Carstens (SSC) <pamela.carstens@canada.ca>; Paul comeau (ECCC) <paul.comeau@canada.ca>; Rebecca Barnes (GAC) <rebecca.barnes@international.gc.ca>; Riley Hennessey (DND) <riley.hennessey@forces.gc.ca>; Rima Hamoui (DFO) <rima.hamoui@dfo-mpo.gc.ca>; Sally Thorpe (INAC) <sally.thorpe@canada.ca>; Simon Cardinal (IRCC) <simon.cardinal@cic.gc.ca>; Sophie Bédard (AAFC) <sophie.bedard@canada.ca>; Stephanie Littlejohn IRCC <stephanie.littlejohn@cic.ca>; Tara Hall (CRA) <tara.hall@cra-arc.gc.ca>; Tiffany Caron (SSC) <Tiffany.Caron@canada.ca>; Timothea Gibb (INAC / ISC)

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<timothea.gibb@canada.ca>; Yanike Legault (JUS) <yanike.legault@justice.gc.ca>; Zachary Healy (JUS) <zachary.healy@justice.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Gray, Sarah <Sarah.Gray@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Lauzon, Adam <Adam.Lauzon@pco-bcp.gc.ca>; MacLean, Charles <Charles.MacLean@pco-bcp.gc.ca>; Mendes, Annesha <Annesha.Mendes@pco-bcp.gc.ca>; Munim, Ata-UL <Ata-UL.Munim@pco-bcp.gc.ca>; Nicholls, Melissa <Melissa.Nicholls@pco-bcp.gc.ca>; Oda, Michael <Michael.Oda@pco-bcp.gc.ca>; Peppy, Shaun <Shaun.Peppy@pco-bcp.gc.ca>; Bédard, Rachelle <Rachelle.Bedard@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-bcp.gc.ca>; Tumber, Reema <Reema.Tumber@pco-bcp.gc.ca>; Wittenburg, Shane <Shane.Wittenburg@pco-bcp.gc.ca>; Stringham, James <James.Stringham@justice.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Babad, Luke <Luke.Babad@pco-bcp.gc.ca>; Babad, Luke <Luke.Babad@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; Jason, Rose Martine <RoseMartine.Jason@pco-bcp.gc.ca>; Adriana Simedrea (TC) <adriana.simedrea@tc.gc.ca>; Amelie Gelinas (PCH) <amelie.gelinas@canada.ca>; Andrea King INFC <andrea.king@canada.ca>; Annick Hector (ESDC) <annick.hector@hrsdc-rhdcc.gc.ca>; Benjamin Woodman (PSCP) <benjamin.woodman@tpsgc-pwgsc.gc.ca>; Bryan Kirk (ESDC) <bryan.kirk@hrsdc-rhdcc.gc.ca>; Catherine Morin (PCH) <catherine.morin@canada.ca>; Charles Choi VAC <Charles.choi2@canada.ca>; christian.vezeau@canada.ca; Claudine Bouvier(PSPC) <claudine.bouvier@tpsgc-pwgsc.gc.ca>; Dana Robinson <dana.robinson@tbs-sct.gc.ca>; Daniela Bolivar (INFC) <danelia.bolivar@canada.ca>; dyanna legare VAC <dyanna.legare@canada.ca>; Emilie Anne Duval (TBS) <emilieanne.duval@tbs-sct.gc.ca>; Francois Harvey (FIN) <francois.harvey@canada.ca>; Helga El-Zein (CRA) <Helga.El-Zein@cra-arc.gc.ca>; Isabelle LaFrenière (JUS) <isabelle.lafreniere@justice.gc.ca>; Jason Marshall (VAC) <jason.marshall@canada.ca>; Joanne Contant (AAFC) <joanne.contant@canada.ca>; Jordan Cicalo (HC) <jordan.cicalo@canada.ca>; Julie Samson (ESDC) <julie.samson@hrsdc-rhdcc.gc.ca>; Laura Braun (PS) <laura.braun@canada.ca>; Marc Langis (PCH) <marc.langis@canada.ca>; Mark Power (JUS) <mark.power@justice.gc.ca>; Michael Ricco (ISED) <michael.ricco@canada.ca>; Nastassia Mahdi (INFC) <nastassia.mahdi@canada.ca>; Baker, Nicole <Nicole.Baker@pco-bcp.gc.ca>; Peter Ferguson (DFO) <Peter.Ferguson@dfo-mpo.gc.ca>; Ramzi Yonis (DFO) <ramzi.yonis@dfo-mpo.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Rossano Bernardi (CRA) <Rossano.Bernardi@cra-arc.gc.ca>; ryan.wichers (SSC) <ryan.wichers@canada.ca>; Sanjay Vachali (PSPC) <Sanjay.Vachali@tpsgc-pwgsc.gc.ca>; Stephane McNicholl (NRCAN) <stephane.mcnicholl@canada.ca>; Stephanie Littlejohn CIC <Stephanie.Littlejohn@cic.gc.ca>; Susan Nadon <susan.nadon@canada.ca>; Tanya Guay (VAC) <tanya.guay@canada.ca>; Winnie Pang CWC <winnie.pang@cfc-swc.gc.ca>; Wladyslaw Kinastowsk (CRA) <Wladyslaw.Kinastowski@cra-arc.gc.ca>
Subject: Motion for the Production of Papers - COVID

[Please forward this message to your respective ADMs]

Good afternoon,

On October 26, the House of Commons adopted a motion ordering the production of documents related to the government's response to the COVID-19 Pandemic.

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The Privy Council Office (PCO) will be coordinating this undertaking across government. Please disregard any previous taskings.
Guidance on translation, redactions and scoping will be provided by PCO as soon as possible.
In the meantime, we ask that all departments in possession of relevant documents do the following:

1. Identify all relevant documents
2. Do not alter the documents (keep them in their original form)
3. Do not convert the documents into another format (ie PDF)
4. Do not redact the documents
5. Do not translate the documents

To compile the Government's response to the motion, we will use an eDiscovery document review platform called Ringtail to store all responsive documents, and to review and redact them. Two databases will be created – one rated for Secret documents, another for Protected B and unclassified documents. These databases will be housed in the Ringtail environments of the Department of Justice.
Ringtail has several analytics functions that will make document review and redaction more efficient and consistent:

- Identical documents can be identified: duplicates can be eliminated from review.
- Chains of emails can be identified and only those emails needed to provide all the content in the email chain need be reviewed.
- Documents are fully indexed and their content can be searched.
- Documents that are conceptually related can be clustered and tasked to the same reviewer.
- Workflows can direct documents to reviewers in structured assignments; progress on assignments can be monitored; when they have been reviewed, documents can be put into new workflows for quality control assessment.

The analytics functions of Ringtail require that we collect documents in their native format: their content and metadata should not be altered. This means that documents *should be left where they are.* They should not be moved from their current location until instructed to do so. Documents will be reviewed and redacted in Ringtail, so they should not be redacted before they are collected and sent to Justice.
We are asking you refrain from collecting documents at this time so that we can provide you and your IT staff with further guidance on how to do collection in a way that preserves the content and metadata of the documents. We will also provide guidance on how those who have responsive documents can preserve them until they are collected. Finally, we will provide direction on how to send your document collections to Justice for loading into Ringtail. In the meantime, we ask that you continue to identify the documents that you have in your possession that are responsive to the motion.
Departments are responsible for coordinating this production of documents within their portfolio

As indicated in guidance provided on October 28, we ask that:

- For section (u), HC, PCO and PHAC identify all documents prepared between January 1, 2018 and October 26, 2020 inclusive concerning options, plans and preparations for the GPHIN.
- For section (v), all departments identify all communications made between the government and the WHO between January 1, 2018 and October 26, 2020

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inclusive concerning options, plans and preparations for any future operation, or absence thereof, of the GPHIN.

- For sections (w) and (x), HC, PCO, and PHAC identify all documents prepared between March 19, 2020 and October 26, 2020 inclusive concerning:
  a) plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19; and
  b) plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields.
- For section (y), all departments identify all documents prepared up to October 26, 2020 inclusive relating to the COVID-19 Vaccine Task Force and its subcommittees.
- For section (z), all departments identify all documents prepared up to October 26, 2020 inclusive concerning the Government of Canada's COVID-19 vaccine distribution and monitoring strategy.

Please note that a conference call of Deputy Ministers will be held on Monday to continue discussions about this process.

If you have any questions, please contact: Jean Cintrat (jean.cintrat@pco-bcp.gc.ca) or Tamara Jeffrey (tamara.jeffrey@pco-bcp.gc.ca)

Text of the motion (parts related to the production of documents):

(u) an order of the House do issue for all memoranda, emails, documents, notes or other records from the C of the Prime Minister, the Privy Council Office, the office of the Minister of Public Safety and Emergency Preparedness, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning options, plans and preparations for the GPHIN since January 1, 2018;

(v) an order of the House do issue for a record of all communications between the government and the WH respect of options, plans or preparations for any future operation, or absence thereof, of the GPHIN, since January 1, 2018;

(w) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reag swabs, laboratory equipment and other material related to tests and testing applications used in the diagnc COVID-19, since March 19, 2020;

(x) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Prime Minister's Office, the Privy Council Office, the office of the Minister of Public Services and Procureme the office of the Minister of Health, Health Canada and the Public Health Agency of Canada concerning plan preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields, since March 19, 2020;

(y) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating the COVID-19 Vaccine Task Force and its subcommittees;

(z) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating the Government of Canada's COVID-19 vaccine distribution and monitoring strategy, including, but not limit anticipated timelines for the distribution of an approved COVID-19 vaccine across Canada and the prioritiza of population groups for vaccination;

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(aa) minutes of meetings of the cabinet and its committees be excluded from this order and all documents issued pursuant to this order (i) be organized by department and be provided to the Office of the Law Clerk Parliamentary Counsel as soon as is practicable in light of the pandemic, but, in any event, not later than November 30, 2020, and, if this is not possible, the Clerk of the Privy Council may request an extension of n more than seven days, by writing a letter to the committee, (ii) be vetted for matters of personal privacy information and national security, and, with respect to paragraph (y) only, be additionally vetted for inform the disclosure of which could reasonably be expected to interfere with contractual or other negotiations between the Government of Canada and a third party, by the Law Clerk and Parliamentary Counsel within s days of the receipt of the documents, (iii) be laid upon the table by the Speaker, at the next earliest opportu once vetted, and permanently referred to the Standing Committee on Health; and

(bb) within seven days after all documents have been tabled pursuant to paragraph (aa), the Minister of He the Minister of Public Services and Procurement, the Minister of Public Safety and Emergency Preparedness the Minister of Innovation, Science and Industry be ordered to appear separately as witnesses before the Standing Committee on Health, for at least three hours each.

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Simmering, William

From: Sandberg , Tanya
Sent: Thursday, November 12, 2020 1:17 PM
To: Shea, Matthew; Nair, Sreejit (Jit); MacDonald, Ken; Neilson, David
Subject: FW: Motion for the production of papers - IT assistance required
Attachments: Motion for the Production of Papers - COVID; Protocol for Motion Coordinator (EN).docx

Please see below request from Parliamentary Affairs.

They have identified a motion coordinator from L&HP but would also require someone to assist on the IT side of things as per the attached protocol from DoJ.

Thoughts?

TS

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Thursday, November 12, 2020 1:06 PM
To: Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca>
Cc: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: Motion for the production of papers - IT assistance required

Hi Tanya, as discussed the PCO IT contact would be responsible for creating four (4) folders on the PCO shared network drive to allow all PCO branches to store Outlook data files (.pst) and Local and Shared Drive documents relevant to the October 26 motion. The four folders that must be created by IT are the following:

a. Outlook data files (.pst) – Protected B, Protected A and Unclassified
b. Outlook data files (.pst) – Secret
c. Documents from local drives and shared network drives – Protected B, Protected A and Unclassified
d. Documents from local drives and shared network drives – Secret

Once each branch has saved their documents to one of the four folders, IT will need to assist with the finalizing of the collection process. I've enclosed the step-by-step instructions for this process.

Hope that helps as a general overview of what is expected.

Also attached, fyi, is the initial tasking sent to departments and implicated PCO areas.

Many thanks for your assistance.

Jean

Jean Cintrat
Directeur des Opérations, Affaires parlementaires
Bureau du Conseil privé / Gouvernement du Canada
Director of Operations, Parliamentary Affairs
Privy Council Office / Government of Canada
jean.cintrat@pco-bcp.gc.ca / 613-947-3639

Protocol for Motion Coordinator

Individuals in your department have identified documents relevant to the *October 26, 2020 House of Commons Motion to Provide Documents to the Standing Committee on Health (Covid-19 Pandemic)*. These individuals are called Custodians. You must provide the Custodians with protocols for the preservation of the documents they have identified as being relevant to the Motion.

In addition, the documents must be collected by IT officials in your department. The collection must be done in accordance with protocols. The protocols for Custodians and IT officials have been prepared by the Department of Justice Canada. You should have received these protocols in the same email that contained the present Protocol for Motion for Coordinator.

The purpose of this Protocol is to provide instructions to the Motion Coordinator on how to give direction to Custodians and IT officials and ensure the delivery of your department's documents to the Department of Justice Canada.

Follow these instructions:

1. Read the following protocols:
    a. Preservation Protocols for Custodians - Microsoft Outlook
    b. Preservation Protocol for Custodians - Local and Shared Drive on a Network
    c. Protocols for Collection of Documents on Shared Drives and Emails in Outlook

2. Instruct your departmental IT officials to establish four (4) folders on a shared network drive for all Custodians to store their Outlook data files (.pst) and Local and Shared Drive documents. The four folders that must be created by IT officials are the following:
    a. Outlook data files (.pst) – Protected B, Protected A and Unclassified
    b. Outlook data files (.pst) – Secret
    c. Documents from local drives and shared network drives – Protected B, Protected A and Unclassified
    d. Documents from local drives and shared network drives – Secret

3. Instruct your departmental IT officials to provide you with the file path for all four (4) folders created in the previous step. You will need to provide these files paths to all Custodians in the

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email you will be sending them. The instructions for drafting the email to Custodians are set out further below.

4. Draft an email to all Custodians in your department who have identified documents relevant to the Motion. The email must contain the following information:
    a. Identify yourself as the Motion Coordinator for your department for the *October 26, 2020 House of Commons Motion to Provide Documents to the Standing Committee on Health (Covid-19 Pandemic)*.
    b. Indicate that all Custodians who have identified documents relevant to the Motion must read the following protocols for preserving the documents:
        i. Preservation Protocols for Custodians - Microsoft Outlook
        ii. Preservation Protocol for Custodians – Local and Shared Drive on a Network
    c. Provide the locations of the four (4) folders on the shared network drive on which Custodians are to store their Outlook data files (.pst) and Local Drive and Shared Drive documents. The four (4) folders (created by departmental IT officials) are the following:
        i. Outlook data files (.pst) – Protected B, Protected A and Unclassified (*insert file path here*)
        ii. Outlook data files (.pst) – Secret (*insert file path here*)
        iii. Documents on local and shared network drives – Protected B, Protected A and Unclassified (*insert file path here*)
        iv. Documents on shared network drives – Secret (*insert file path here*)
    d. Instruct each Custodian to create a subfolder within each of the four (4) folders above. Each subfolder must be named as follows: Last Name, First Name.
    e. Indicate that Custodians must contact the Motion Coordinator immediately once they have completed the steps in the protocols for preserving Outlook data file (.pst) and documents on local and shared network drives.
    f. Indicate that the documents will collected by departmental IT officials.
    g. Indicate that Custodians who do not know how to unencrypt a document identified on their local drive or on the shared network drive, must contact the Motion Coordinator.

5. Attach the following protocols to the email to all Custodians:
    a. Preservation Protocols for Custodians - Microsoft Outlook
    b. Preservation Protocol for Custodians – Local and Shared Drive on a Network

6. Send the email to all Custodians.

7. Draft an email to each IT official in your department who will be collecting the documents from Custodians. Each email must contain the following information:

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a. Identify yourself as the Motion Coordinator for your department for the *October 26, 2020 House of Commons Motion to Provide Documents to the Standing Committee on Health (Covid-19 Pandemic)*.
b. Indicate that: i) individuals in the department have identified documents relevant to the Motion and the documents must be collected by departmental IT officials; ii) (*insert name of IT official or "you"*) have been identified as an IT official who will be assisting with the collection.
c. Indicate that there are three protocols the IT official must read before collecting the documents. These protocols are the following:
    i. Preservation Protocols for Custodians - Microsoft Outlook
    ii. Preservation Protocol for Custodians – Local and Shared Drive on a Network
    iii. Protocols for Collection of Documents on Shared Drives and Emails in Outlook

d. Indicate that the IT official has been designated to collect the documents from a selected group of Custodians.

e. Indicate that the Motion Coordinator will provide the IT official with detailed information about the Custodians who have relevant emails in Outlook data files (.pst) and documents on shared network drives that need to be collected. This information will be provided in a separate email. The separate email will include the folder names and the locations of the Outlook data files (.pst) and documents on the shared network drive.

f. Indicate that the IT official must collect the Outlook data files (.pst) and documents on shared network drives on a priority basis. The collection must be done in accordance with the Protocols for Collection of Documents on Shared Drives and Emails in Outlook.

8. Attach the following protocols to the email to each IT official:
    a. Preservation Protocols for Custodians - Microsoft Outlook
    b. Preservation Protocol for Custodians – Local and Shared Drive on a Network Using Windows
    c. Protocols for Collection of Documents on Shared Drives and Emails in Outlook

9. Send the email to the IT official.

10. You will be notified by Custodians once they have completed the steps in the protocols for preserving Outlook data files (.pst) and documents on shared network drives.

11. Instruct the IT officials to collect the following from Custodians:
    a. the Outlook data files (.pst);
    b. documents on shared network drives; and
    c. if any Custodians have informed the Motion Coordinator that they have emails that contain attachments that are password protected, or shared drive documents that are password protected, you must instruct the IT officials to collect the following information from the Custodians:

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For: Outlook Shared Files (.pst):

i. Email subject;
ii. Date and time of the email;
iii. File Name of the email attachment;
iv. Password for the attachment.

For: Shared Drive Documents:

i. File Name of the document;
ii. Password for the document.

12. You will be notified by IT officials when they have completed their collections. Instruct the IT officials to follow these steps for delivery to the Department of Justice Canada:
    a. IT official must send an email to the Department of Justice Canada to advise that the BitLocker encrypted media devices, as well as the list of document passwords (see previous step regarding collection of passwords), are ready for delivery to the Department of Justice Canada. The email must be sent to both of the following individuals: chantelle.bonia@justice.gc.ca and Elizabeth.mesher@justice.gc.ca
    b. IT official will receive a reply email from these individuals to confirm date, time and location for delivery. The reply email will also indicate that the IT official must send the BitLocker passwords in an email and not include them in the delivery package.

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Simmering, William

From: Cintrat, Jean
Sent: Friday, November 6, 2020 6:23 PM
To: Bombardier, Manon (HC/SC); Lynch, Matthew; Henry, Barbara; Wong-Fortin, Bonny; Shannon, Tara; Schwendt, Steven; Bouchard, Chantal; Tremblay2, Genevieve (IC); Jessica Kerr (ESDC); Ana Maia (IC) ; Henry, Barbara; Gaetan Champagne; Halucha, Paul; Trottier, Sarah; Anna Romano (PHAC/ASPC) ; Munim, Ata-UL; Blanchard, Dominique; Genevieve Tremblay; Isabelle Faustin; Jessica Kerr; John Beaudoin; Joseph Prokipcak; Martine Pelletier; Annik Larocque (ESDC); Cal Piché; Chad Mariage (ISED); Cintrat, Jean; Colleen Calvert (GAC); Corinne Boucher (SW); Corri Barr (PSPC); Danica Vaillancourt (NRCAN); Etienne Caouette-Fraser (CMHC); Francois Masse (ISC); Ian Miller (DND); Irene Balite (FIN); Iwan chan (ECCC); Jacques Dufort (VAC); Janhabi Nandy (TBS) ; Jennifer Cleary (VAC); Jennifer Mooney (DFO); Jenny Ratansi-Rodrigues (PCH); Jimmy M. Brrackenridge (TC); Karl El-Koura (INFC); katherine.macdonald (AAFC); Laura Corkill (PSPC); Lisa Smylie (SW); Lorraine McKenzie Presley (PS); Lorraine Redekop (CRA); Louise Hayes (TBS); Marc Vallières (PS); Martin Jourdenais (PCH); Megan Weekes (DND); Melissa Devlin-Coull (INFC); Michael Berg (GAC); Micheline Joanisse (NRCAN); Monique Bevan SCC; Pamela Carstens (SSC); Paul comeau (ECCC); Rebecca Barnes (GAC); Riley Hennessey (DND); Rima Hamoui (DFO); Sally Thorpe (INAC); Simon Cardinal (IRCC); Sophie Bédard (AAFC); Stephanie Littlejohn IRCC; Tara Hall (CRA); Tiffany Caron (SSC); Timothea Gibb (INAC / ISC); Yanike Legault (JUS); Zachary Healy (JUS)
Cc: Cintrat, Jean; Gray, Sarah; Jeffrey, Tamara; Lauzon, Adam; MacLean, Charles; Mendes, Annesha; Munim, Ata-UL; Nicholls, Melissa; Oda, Michael; Peppy, Shaun; Bédard, Rachelle; Trottier, Sarah; Tumber, Reema; Wittenburg, Shane; Stringham, James; Blanchard, Dominique; Setlakwe, Lisa; Halucha, Paul; Babad, Luke; Babad, Luke; Welbourne, Maia; McAdam, Ryan; Jason, Rose Martine; Adriana Simedrea (TC); Amelie Gelinas (PCH); Andrea King INFC; Annick Hector (ESDC); Benjamin Woodman (PSCP); Bryan Kirk (ESDC); Catherine Morin (PCH); Charles Choi VAC; christian.vezeau@canada.ca; Claudine Bouvier(PSPC); Dana Robinson; Daniela Bolivar (INFC); dyanna legare VAC; Emilie Anne Duval (TBS); Francois Harvey (FIN); Helga El-Zein (CRA); Isabelle LaFrenière (JUS) ; Jason Marshall (VAC); Joanne Contant (AAFC); Jordan Cicalo (HC); Julie Samson (ESDC); Laura Braun (PS); Marc Langis (PCH); Mark Power (JUS); Michael Ricco (ISED); Nastassia Mahdi (INFC); Baker, Nicole; Peter Ferguson (DFO); Ramzi Yonis (DFO); Rivet, Raymond; Rossano Bernardi (CRA); ryan.wichers (SSC); Sanjay Vachali (PSPC); Stephane McNicholl (NRCAN); Stephanie Littlejohn CIC; Susan Nadon; Tanya Guay (VAC); Winnie Pang CWC; Wladyslaw Kinastowsk (CRA)
Subject: Motion for the Production of Papers - COVID

[Please forward this message to your respective ADMs]

Good afternoon,

On October 26, the House of Commons adopted a motion ordering the production of documents related to the government's response to the COVID-19 Pandemic.
The Privy Council Office (PCO) will be coordinating this undertaking across government. Please disregard any previous taskings.
Guidance on translation, redactions and scoping will be provided by PCO as soon as possible.
In the meantime, we ask that all departments in possession of relevant documents do the following:

1. Identify all relevant documents
2. Do not alter the documents (keep them in their original form)

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3. Do not convert the documents into another format (ie PDF)
4. Do not redact the documents
5. Do not translate the documents

To compile the Government's response to the motion, we will use an eDiscovery document review platform called Ringtail to store all responsive documents, and to review and redact them. Two databases will be created – one rated for Secret documents, another for Protected B and unclassified documents. These databases will be housed in the Ringtail environments of the Department of Justice.
Ringtail has several analytics functions that will make document review and redaction more efficient and consistent:

- Identical documents can be identified: duplicates can be eliminated from review.
- Chains of emails can be identified and only those emails needed to provide all the content in the email chain need be reviewed.
- Documents are fully indexed and their content can be searched.
- Documents that are conceptually related can be clustered and tasked to the same reviewer.
- Workflows can direct documents to reviewers in structured assignments; progress on assignments can be monitored; when they have been reviewed, documents can be put into new workflows for quality control assessment.

The analytics functions of Ringtail require that we collect documents in their native format: their content and metadata should not be altered. This means that documents *should be left where they are.* They should not be moved from their current location until instructed to do so. Documents will be reviewed and redacted in Ringtail, so they should not be redacted before they are collected and sent to Justice.
We are asking you refrain from collecting documents at this time so that we can provide you and your IT staff with further guidance on how to do collection in a way that preserves the content and metadata of the documents. We will also provide guidance on how those who have responsive documents can preserve them until they are collected. Finally, we will provide direction on how to send your document collections to Justice for loading into Ringtail. In the meantime, we ask that you continue to identify the documents that you have in your possession that are responsive to the motion. Departments are responsible for coordinating this production of documents within their portfolio

As indicated in guidance provided on October 28, we ask that:

- For section (u), HC, PCO and PHAC identify all documents prepared between January 1, 2018 and October 26, 2020 inclusive concerning options, plans and preparations for the GPHIN.
- For section (v), all departments identify all communications made between the government and the WHO between January 1, 2018 and October 26, 2020 inclusive concerning options, plans and preparations for any future operation, or absence thereof, of the GPHIN.
- For sections (w) and (x), HC, PCO, and PHAC identify all documents prepared between March 19, 2020 and October 26, 2020 inclusive concerning:
  a) plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19; and
  b) plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields.
- For section (y), all departments identify all documents prepared up to October 26, 2020 inclusive relating to the COVID-19 Vaccine Task Force and its subcommittees.
- For section (z), all departments identify all documents prepared up to October 26, 2020 inclusive concerning the Government of Canada's COVID-19 vaccine distribution and monitoring strategy.

Please note that a conference call of Deputy Ministers will be held on Monday to continue discussions about this process.

If you have any questions, please contact: Jean Cintrat (jean.cintrat@pco-bcp.gc.ca) or Tamara Jeffrey (tamara.jeffrey@pco-bcp.gc.ca)

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Text of the motion (parts related to the production of documents):

(u) an order of the House do issue for all memoranda, emails, documents, notes or other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Safety and Emergency Preparedness, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning options, plans and preparations for the GPHIN since January 1, 2018;

(v) an order of the House do issue for a record of all communications between the government and the WHO in respect of options, plans or preparations for any future operation, or absence thereof, of the GPHIN, since January 1, 2018;

(w) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19, since March 19, 2020;

(x) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Prime Minister's Office, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada concerning plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields, since March 19, 2020;

(y) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the COVID-19 Vaccine Task Force and its subcommittees;

(z) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the Government of Canada's COVID-19 vaccine distribution and monitoring strategy, including, but not limited to anticipated timelines for the distribution of an approved COVID-19 vaccine across Canada and the prioritization of population groups for vaccination;

(aa) minutes of meetings of the cabinet and its committees be excluded from this order and all documents issued pursuant to this order (i) be organized by department and be provided to the Office of the Law Clerk and Parliamentary Counsel as soon as is practicable in light of the pandemic, but, in any event, not later than November 30, 2020, and, if this is not possible, the Clerk of the Privy Council may request an extension of no more than seven days, by writing a letter to the committee, (ii) be vetted for matters of personal privacy information and national security, and, with respect to paragraph (y) only, be additionally vetted for information the disclosure of which could reasonably be expected to interfere with contractual or other negotiations between the Government of Canada and a third party, by the Law Clerk and Parliamentary Counsel within seven days of the receipt of the documents, (iii) be laid upon the table by the Speaker, at the next earliest opportunity, once vetted, and permanently referred to the Standing Committee on Health; and

(bb) within seven days after all documents have been tabled pursuant to paragraph (aa), the Minister of Health, the Minister of Public Services and Procurement, the Minister of Public Safety and Emergency Preparedness, and the Minister of Innovation, Science and Industry be ordered to appear separately as witnesses before the Standing Committee on Health, for at least three hours each.

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Simmering, William

From: Bouchard, Chantal
Sent: Friday, November 13, 2020 2:31 PM
To: Babad, Luke; Neilson, David
Cc: Jarvis, Mark; Wong-Fortin, Bonny; Robinson, Jodi
Subject: RE: Opposition motion

Still waiting to hear back from L & HP.

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Friday, November 13, 2020 2:20 PM
To: Neilson, David <David.Neilson@pco-bcp.gc.ca>
Cc: Jarvis, Mark <Mark.Jarvis@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>
Subject: Opposition motion

Hi David,

I understand we're likely to receive an update this afternoon on the procedures for the opposition motion.

Just wondering: should we be hitting pause or should we be planning to submit our documents shortly? We've been in gathering mode but holding off on any kind of redaction, submission, scoping down, etc.

Copying my colleagues from SDP and ERDP in case anyone has the latest intel.

Luke

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Simmering, William

From: Blanchard, Dominique
Sent: Friday, November 13, 2020 3:22 PM
To: Babad, Luke
Cc: Wong-Fortin, Bonny
Subject: Re: Health Committee motion

Thank you Luke for the update and for your leadership on this

Sent from my iPhone

On Nov 13, 2020, at 2:40 PM, Babad, Luke <Luke.Babad@pco-bcp.gc.ca> wrote:

Hi Dom,

Bottom line is that we're progressing well with respect to gathering and reviewing documents.

All our daily reports, committee work and policy work is stored clearly in GCDocs. I'd say the team has a last 10% or so to go on this by combing through misc e-mails; the ATIPs we've received recently actually left us in a very good position on this. A note that given most of our reports and committee work deal with the subject matter of the motions, we expect a significant portion to be handed over.

That said – we're waiting for significant clarity from L & HP and IM/IT on:

- Scope – they're returning to us on whether we're to provide the full gamut of documents or a scoped-down version;
- IM/IT – all documents will have to be sent to Justice and we're waiting to hear back on whether that will be centrally coordinated;
- Translation – we're assuming translation will be coordinated centrally through Justice after they have undertaken the redaction process but we're waiting to hear back.

FYI we've been checking in with SDP and ERDP and they're in the same space as us at the moment – collecting and waiting for further instruction on what to do next.

Luke

From: Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>
Sent: Friday, November 13, 2020 1:15 PM
To: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>
Subject: Health Committee motion

Hi – can I get an update re how our team is doing with respect to gathering, reviewing, and submitting our documents?

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Simmering, William

From: Cintrat, Jean
Sent: Monday, November 16, 2020 9:40 AM
To: Neilson, David
Subject: FW: 26 Oct motion guidance / directives
Attachments: Tasking COVID Nov 13 EN PRELIMINARY.docx; Nov 13 tasking COVID PRÉLIMINAIRE FR.docx

Sorry, will add you to mailing list.
Expect to be invited to a meeting today with other PCO implicated folks in order to discuss the tasking.
Jean

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca> **s.15(1)**
Sent: Friday, November 13, 2020 3:42 PM
To: Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; [redacted]Bombardier, Manon (HC/SC) <manon.bombardier@canada.ca>; Annik Larocque (ESDC) <annik.larocque@hrsdc-rhdcc.gc.ca>; Cal Piché <Cal.Piche@cic.gc.ca>; Chad Mariage (ISED) <chad.mariage@canada.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Colleen Calvert (GAC) <colleen.calvert@international.gc.ca>; Corinne Boucher (SW) <corinne.boucher@cfc-swc.gc.ca>; Corri Barr (PSPC) <corri.barr@tpsgc-pwgsc.gc.ca>; Danica Vaillancourt (NRCAN) <danica.vaillancourt@canada.ca>; Etienne Caouette-Fraser (CMHC) <ecaouett@cmhc-schl.gc.ca>; Francois Masse (ISC) <francois.masse@canada.ca>; Ian Miller (DND) <ian.miller@forces.gc.ca>; Irene Balite (FIN) <irene.balite@canada.ca>; Iwan chan (ECCC) <iwan.chan@canada.ca>; Jacques Dufort (VAC) <Jacques.Dufort@canada.ca>; Janhabi Nandy (TBS) <janhabi.nandy@tbs-sct.gc.ca>; Jennifer Cleary (VAC) <jennifer.cleary@canada.ca>; Jennifer Mooney (DFO) <jennifer.mooney@dfo-mpo.gc.ca>; Jenny Ratansi-Rodrigues (PCH) <jenny.ratansi-rodrigues@canada.ca>; Jessica Kerr (ESDC) <jessica.kerr@hrsdc-rhdcc.gc.ca>; Jimmy M. Brrackenridge (TC) <jimmy.brackenridge@tc.gc.ca>; Joe Prokipcak (Health Canada) <joseph.prokipcak@canada.ca>; Karl El-Koura (INFC) <karl.elkoura@canada.ca>; katherine.macdonald (AAFC) <katherine.macdonald2@canada.ca>; Laura Corkill (PSPC) <laura.corkill@tpsgc-pwgsc.gc.ca>; Lisa Smylie (SW) <lisa.smylie@cfc-swc.gc.ca>; Lorraine McKenzie Presley (PS) <lorraine.mckenziepresley@canada.ca>; Lorraine Redekop (CRA) <lorraine.redekop@cra-arc.gc.ca>; Louise Hayes (TBS) <louise.hayes@tbs-sct.gc.ca>; Marc Vallières (PS) <marc.vallieres@canada.ca>; Martin Jourdenais (PCH) <martin.jourdenais@canada.ca>; Megan Weekes (DND) <megan.weekes@forces.gc.ca>; Melissa Devlin-Coull (INFC) <melissa.devlin-coull@canada.ca>; Michael Berg (GAC) <michael.berg@international.gc.ca>; Micheline Joanisse (NRCAN) <micheline.joanisse@canada.ca>; Monique Bevan SCC <monique.bevan@canada.ca>; Pamela Carstens (SSC) <pamela.carstens@canada.ca>; Paul comeau (ECCC) <paul.comeau@canada.ca>; Rebecca Barnes (GAC) <rebecca.barnes@international.gc.ca>; Riley Hennessey (DND) <riley.hennessey@forces.gc.ca>; Rima Hamoui (DFO) <rima.hamoui@dfo-mpo.gc.ca>; Sally Thorpe (INAC) <sally.thorpe@canada.ca>; Simon Cardinal (IRCC) <simon.cardinal@cic.gc.ca>; Sophie Bédard (AAFC) <sophie.bedard@canada.ca>; Stephanie Littlejohn IRCC <stephanie.littlejohn@cic.ca>; Tara Hall (CRA) <tara.hall@cra-arc.gc.ca>; Tiffany Caron (SSC) <Tiffany.Caron@canada.ca>; Timothea Gibb (INAC / ISC) <timothea.gibb@canada.ca>; Yanike Legault (JUS) <yanike.legault@justice.gc.ca>; Zachary Healy (JUS) <zachary.healy@justice.gc.ca>; Ana Maia (IC) <ana.maia@canada.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Gaetan Champagne <gaetan.champagne@canada.ca>; Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-bcp.gc.ca>; Anna Romano (PHAC/ASPC) <anna.romano@canada.ca>; Munim, Ata-UL <Ata-UL.Munim@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Genevieve Tremblay <genevieve.tremblay2@canada.ca>; Isabelle Faustin <isabelle.faustin@canada.ca>; James Scott <James.Stott@pwgsc-tpsgc.gc.ca>; John Beaudoin <john.beaudoin@canada.ca>; Kendal Weber <kendal.weber@canada.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Martine Pelletier <martine.pelletier@hrsdc-rhdcc.gc.ca'>; Peppy, Shaun <Shaun.Peppy@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>

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Cc: Stringham, James <James.Stringham@justice.gc.ca>; Burnett, John <John.Burnett@nrc-cnrc.gc.ca>; Adriana Simedrea (TC) <adriana.simedrea@tc.gc.ca>; Amelie Gelinas (PCH) <amelie.gelinas@canada.ca>; Andrea King INFC <andrea.king@canada.ca>; Annick Hector (ESDC) <annick.hector@hrsdc-rhdcc.gc.ca>; Benjamin Woodman (PSCP) <benjamin.woodman@tpsgc-pwgsc.gc.ca>; Bryan Kirk (ESDC) <bryan.kirk@hrsdc-rhdcc.gc.ca>; Catherine Morin (PCH) <catherine.morin@canada.ca>; Charles Choi VAC <Charles.choi2@canada.ca>; christian.vezeau@canada.ca; Claudine Bouvier(PSPC) <claudine.bouvier@tpsgc-pwgsc.gc.ca>; Dana Robinson <dana.robinson@tbs-sct.gc.ca>; Daniela Bolivar (INFC) <danelia.bolivar@canada.ca>; dyanna legare VAC <dyanna.legare@canada.ca>; Emilie Anne Duval (TBS) <emilieanne.duval@tbs-sct.gc.ca>; Francois Harvey (FIN) <francois.harvey@canada.ca>; Helga El-Zein (CRA) <Helga.El-Zein@cra-arc.gc.ca>; Isabelle LaFrenière (JUS) <isabelle.lafreniere@justice.gc.ca>; Jason Marshall (VAC) <jason.marshall@canada.ca>; Joanne Contant (AAFC) <joanne.contant@canada.ca>; Jordan Cicalo (HC) <jordan.cicalo@canada.ca>; Julie Samson (ESDC) <julie.samson@hrsdc-rhdcc.gc.ca>; Laura Braun (PS) <laura.braun@canada.ca>; Marc Langis (PCH) <marc.langis@canada.ca>; Mark Power (JUS) <mark.power@justice.gc.ca>; Michael Ricco (ISED) <michael.ricco@canada.ca>; Nastassia Mahdi (INFC) <nastassia.mahdi@canada.ca>; Baker, Nicole <Nicole.Baker@pco-bcp.gc.ca>; Peter Ferguson (DFO) <Peter.Ferguson@dfo-mpo.gc.ca>; Bédard, Rachelle <Rachelle.Bedard@pco-bcp.gc.ca>; Ramzi Yonis (DFO) <ramzi.yonis@dfo-mpo.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Rossano Bernardi (CRA) <Rossano.Bernardi@cra-arc.gc.ca>; ryan.wichers (SSC) <ryan.wichers@canada.ca>; Sanjay Vachali (PSPC) <Sanjay.Vachali@tpsgc-pwgsc.gc.ca>; Stephane McNicholl (NRCAN) <stephane.mcnicholl@canada.ca>; Stephanie Littlejohn CIC <Stephanie.Littlejohn@cic.gc.ca>; Susan Nadon <susan.nadon@canada.ca>; Tanya Guay (VAC) <tanya.guay@canada.ca>; Winnie Pang CWC <winnie.pang@cfc-swc.gc.ca>; Wladyslaw Kinastowsk (CRA) <Wladyslaw.Kinastowski@cra-arc.gc.ca>
Subject: 26 Oct motion guidance / directives

Good afternoon,
Please find attached preliminary guidance concerning the motion adopted by the House of Commons on October 26. Confirmation of the guidance will be provided on Monday.

Bonjour,
Veuillez trouver ci-joint des directives préliminaires concernant la motion adoptée par la Chambre des communes le 26 octobre. Nous confirmerons ces directives lundi.

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On October 26, the House of Commons adopted a motion ordering the production of documents related to the government's response to the COVID-19 Pandemic.

The overarching goal in this exercise is to provide as much relevant information as possible to Parliament while preserving the government's long standing position that there are several important principles underlying Canada's constitutional framework governing the disclosure of information, which must be respected and balanced. Within the current context, these include:

- the rule of law—the Government and its officials must adhere to the law, including the laws enacted by Parliament as well as long-established common-law rules and protections;
- parliamentary sovereignty—Parliament's legislative intention is expressed through Acts of Parliament, including various statutory provisions barring the disclosure of certain protected information;
- parliamentary privilege—the Houses of Parliament enjoy certain privileges, powers and immunities which are essential to the dignity and effective functioning of those Houses;
- the separation of powers— it is fundamental that the executive, the legislative and judicial branches of government each respect the proper roles of the others; that no one of them overstep its bounds, and that each show proper deference for the legitimate sphere of activity of the others; and
- responsible government—in our parliamentary system of government, Ministers of the Crown, not departmental officials, are ultimately accountable to the elected House.

To this end, further to the guidance issued on October 28, 2020 and November 6, 2020, all departments in possession of relevant documents must continue to do the following:

1. Identify all relevant documents
2. Do not alter the documents (keep them in their original form)
3. Do not convert the documents into another format (ie PDF)
4. Do not redact the documents
5. Do not translate the documents

In addition, departments are now asked to provide their records to the Department of Justice for uploading into Ringtail (please follow guidance provided by the Department of Justice on November 10), except for confidential business information.

As per our November 6 e-mail, we are now providing further guidance on scoping, interpretations of terms and the identification of sensitive information and ask that you please apply the following parameters:

Scoping

- Provide final versions of documents only (exclude draft documents, exclude final drafts not submitted to their intended recipient(s))
- Provide e-mails sent or received by executives (director and above)
- Exclude minutes of meetings of the Cabinet and its committees. All other documents subject to Cabinet confidence will be highlighted, as per instructions below.

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- Exclude documents that are in the public domain, including media reports/summaries
- Where Offices of Ministers are referenced in the motion, they will be responsible for collecting relevant records in their possession

Note: Confidential Business Information

Confidential Business Information (CBI) **is excluded at this time** from collection and transfer to Justice for placement in Ringtail. CBI is confidential information whose disclosure could result in significant financial loss for a business or economic gain for a competitor.[1] This information is frequently subject to contractual confidentiality obligations, including those of a non-disclosure agreement. These obligations generally limit the handling of such information to "authorized users" and prohibit disclosure to others. Exceptions to the general prohibition on disclosure are narrowly construed and may for example include disclosure with the contractor's written consent. Moreover, the terms of these contracts respecting confidentiality can vary.

Further analysis is required to determine how the Government can respect its confidentiality obligations while being responsive to the Order. Additional guidance with respect to CBI will be provided. Organizations with CBI can still proceed to identify and leave the information where it is currently stored. These tasks should be conducted by authorized persons.

This is initial guidance regarding scoping. We understand that departments have additional questions for which we will provide further guidance, including with respect to documents that have been scoped out.

Interpretation of terms

- "All documentation" is interpreted broadly to include QP notes, decks, placemats, etc
- With respect to part (w), "approvals" is not interpreted to include regulatory submissions provided by manufacturers
- With respect to parts (w) and (x), "purchasing" is interpreted to include actions leading up to and including the act of purchasing the items in question, but not the downstream activities that follow the payment (e.g., distribution, allocation, shipment, and storage)
- "Records from" is interpreted to denote records in the possession of government institutions

Further guidance concerning interpretation of terms will be provided later.

Questions regarding scoping and interpretation should be directed to Tamara Jeffrey (Tamara.Jeffrey@pco-bcp.gc.ca)

[1] CBI is generally understood to be information (i) that is not publicly available, (ii) that is treated in a confidential manner by the person to whose business the information relates, (iii) having actual or potential economic value to the person or their competitors because it is not publicly available and whose disclosure would result in financial loss to the person or a material gain to their competitors. CBI can be found in any record that contains information related to the business of a legal person, including reports, memoranda, databases, compilations, graphs, forms, supplier information, financial data, sources of supply, cost of sales, proposed pricing changes, customer lists, and delivery schedules. It can also include other documentation provided in the context of applications and submissions for regulatory approvals.

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Collection of records

On November 10, the Department of Justice provided additional guidance to you on how to do collection in a way that preserves the content and metadata of the documents and on how to transmit the documents to Justice for them to upload the documents into the eDiscovery document review platform (Ringtail).

Any questions regarding the protocols should be directed to Chantal Bonia (Chantelle.Bonia@justice.gc.ca) and Elizabeth Mesher (Elizabeth.Mesher@justice.gc.ca) . Questions regarding technical support (e.g. requests for software collection tools) should be addressed to Sandi Garus (Sandi.Garus@justice.gc.ca).

Translation

Further guidance on document translation will be provided later.

Highlighting Sensitive Information

As we noted in our email of November 6**,** to compile the Government's response to the motion, we will use an eDiscovery document review platform called Ringtail to store all responsive documents, and to review and highlight sensitive information. Two databases will be created – one rated for Secret documents, another for Protected B and unclassified documents. These databases will be housed in the Ringtail environments of the Department of Justice. Subject matter experts from each Department will be given access to one or both of these databases, as required, to review and highlight sensitive information contained in the Department's records.

For the database of Protected B and unclassified documents, subject matter experts will be issued credentials and a Cryptocard to access the database remotely. The Secret database will only be accessible by visiting the Department of Justice offices. The Department of Justice will provide training on Ringtail to subject matter experts, if they are not familiar with Ringtail.

In Ringtail, subject matter experts will use Ringtail's highlighting function to identify the following information:

a. Cabinet Confidences;
b. National Security;
c. Advice to Ministers;
d. Information subject to solicitor-client and litigation privilege;
e. Personal information
f. Information that could be injurious to federal-provincial relations or international relations; and
g. Third party trade secrets, confidential financial, commercial, scientific or technical information. For greater certainty, confidential business information should not be provided at this time to the Department of Justice for uploading into Ringtail.

Ringtail is able to convert highlighted sensitive information into redactions when a document is produced from the database. Further guidance with respect to redactions including who will apply and vet redactions will follow.

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As a first step, the Department of Justice will need to provide your subject matter experts with access to Ringtail. Please task one person from your Department to contact Kathy Dergo (Kathy.Dergo@justice.gc.ca), to commence this process. Please note that due the volume of documents and anticipated demand for access, priority will be given to Health Canada and PHAC.

DRAFT

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Text of the motion (parts related to the production of documents):

(u) an order of the House do issue for all memoranda, emails, documents, notes or other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Safety and Emergency Preparedness, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning options, plans and preparations for the GPHIN since January 1, 2018;

(v) an order of the House do issue for a record of all communications between the government and the WHO in respect of options, plans or preparations for any future operation, or absence thereof, of the GPHIN, since January 1, 2018;

(w) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19, since March 19, 2020;

(x) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Prime Minister's Office, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada concerning plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields, since March 19, 2020;

(y) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the COVID-19 Vaccine Task Force and its subcommittees;

(z) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the Government of Canada's COVID-19 vaccine distribution and monitoring strategy, including, but not limited to anticipated timelines for the distribution of an approved COVID-19 vaccine across Canada and the prioritization of population groups for vaccination;

(aa) minutes of meetings of the cabinet and its committees be excluded from this order and all documents issued pursuant to this order (i) be organized by department and be provided to the Office of the Law Clerk and Parliamentary Counsel as soon as is practicable in light of the pandemic, but, in any event, not later than November 30, 2020, and, if this is not possible, the Clerk of the Privy Council may request an extension of no more than seven days, by writing a letter to the committee, (ii) be vetted for matters of personal privacy information and national security, and, with respect to paragraph (y) only, be additionally vetted for information the disclosure of which could reasonably be expected to interfere with contractual or other negotiations between the Government of Canada and a third party, by the Law Clerk and Parliamentary Counsel within seven days of the receipt of the documents, (iii) be laid upon the table by the Speaker, at the next earliest opportunity, once vetted, and permanently referred to the Standing Committee on Health; and

(bb) within seven days after all documents have been tabled pursuant to paragraph (aa), the Minister of Health, the Minister of Public Services and Procurement, the Minister of Public Safety and Emergency Preparedness, and the Minister of Innovation, Science and Industry be

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ordered to appear separately as witnesses before the Standing Committee on Health, for at least three hours each.

DRAFT

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Simmering, William

From: Nair, Sreejit (Jit)
Sent: Monday, November 16, 2020 3:26 PM
To: Neilson, David; MacDonald, Ken
Cc: Lefebvre, Robert
Subject: RE: Motion for the production of papers - Folders and collection of documents

Sorry I might be misunderstanding.

For the motion to produce COVID related info, is the work done centrally by IM or is it LHP?

I was assuming it would be IM but perhaps I'm mistaken and perhaps you're only looking at information from CSB. Who has the responsibility to collect the info, redact, transfer to justice etc.?

Thanks,

Jit Nair
CIO-DPI
PCO-BCP

From: Neilson, David <David.Neilson@pco-bcp.gc.ca>
Sent: Monday, November 16, 2020 2:12 PM
To: Nair, Sreejit (Jit) <Sreejit.Nair@pco-bcp.gc.ca>; MacDonald, Ken <Ken.MacDonald@pco-bcp.gc.ca>
Cc: Lefebvre, Robert <Robert.Lefebvre@pco-bcp.gc.ca>
Subject: RE: Motion for the production of papers - Folders and collection of documents

Hi Jit,

I have been forwarded some material, but not all. I know that PCO L&HP issued further guidance on this motion Friday afternoon, but I had not seen it until this morning. L&HP has since added me to their distribution list.

How can I help?

David

David Neilson

Executive Director / Access to Information and Privacy & Information Management
Privy Council Office / Government of Canada
David.Neilson@pco-bcp.gc.ca / Tel. 613-957-5228 / Fax 613-960-4201

Directeur exécutif / Accès à l'information et protection des renseignements personnels et Gestion de l'information
Bureau du Conseil privé / Gouvernement du Canada
David.Neilson@pco-bcp.gc.ca / Tél. 613-957-5228 / Télécopieur 613-960-4201

From: Nair, Sreejit (Jit) <Sreejit.Nair@pco-bcp.gc.ca>
Sent: Monday, November 16, 2020 1:25 PM
To: MacDonald, Ken <Ken.MacDonald@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>
Cc: Lefebvre, Robert <Robert.Lefebvre@pco-bcp.gc.ca>

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Subject: FW: Motion for the production of papers - Folders and collection of documents
Importance: High

Hi David,

Are you engaged on this aspect of the information collection?

Thanks

Jit Nair
CIO-DPI
PCO-BCP

From: Lefebvre, Robert <Robert.Lefebvre@pco-bcp.gc.ca>
Sent: Monday, November 16, 2020 1:24 PM
To: Nair, Sreejit (Jit) <Sreejit.Nair@pco-bcp.gc.ca>
Subject: FW: Motion for the production of papers - Folders and collection of documents

Rob Lefebvre
Manager / Workplace Technology Solutions
Privy Council Office / Bureau du Conseil privé
Government of Canada / Gouvernement du Canada
85 Sparks street / 85 rue Sparks
Ottawa, Ontario, K1A 0A3
Tel / Tél: (613) 948-6696
Cell / Cell: [redacted] s.16(2)
Email / Courriel: robert.lefebvre@pco-bcp.gc.ca

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: November 16, 2020 1:15 PM
To: Lefebvre, Robert <Robert.Lefebvre@pco-bcp.gc.ca>
Subject: Motion for the production of papers - Folders and collection of documents

Hi Rob

As discussed, LHP is looking for assistance from PCO IT to create four (4) folders on the PCO shared network drive to allow all PCO branches to store Outlook data files (.pst) and Local and Shared Drive documents relevant to the October 26 motion. The four folders that must be created by IT are the following:

a. Outlook data files (.pst) – Protected B, Protected A and Unclassified
b. Outlook data files (.pst) – Secret
c. Documents from local drives and shared network drives – Protected B, Protected A and Unclassified
d. Documents from local drives and shared network drives – Secret

Once each branch has saved their documents to one of the four folders, we would need your assistance in finalizing the collection process and transmitting the information to the Department of Justice for uploading in their Ringtail software. I've enclosed the step-by-step instructions provided by Justice Canada for both the establishment of the folders and the collection process.

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I've also included the original tasking send to departments and the proposed tasking for PCO employees. As discussed, we would need this file structure established as soon as possible.

Hope that helps as a general overview of what is expected.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

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Simmering, William

From: Shea, Matthew
Sent: Monday, November 16, 2020 10:21 AM
To: Sandberg , Tanya
Cc: Nair, Sreejit (Jit); MacDonald, Ken; Neilson, David
Subject: Re: Motion for the production of papers - IT assistance required

Not sure I saw a reply to this. This was raised at ops today.

Sent from my iPhone

> On Nov 13, 2020, at 4:48 PM, Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca> wrote:
>
> Following up
>
> Sent from my iPhone
>
> > On Nov 12, 2020, at 1:17 PM, Sandberg, Tanya <Tanya.Sandberg@pco-bcp.gc.ca> wrote:
> >
> > Please see below request from Parliamentary Affairs.
> >
> > They have identified a motion coordinator from L&HP but would also require someone to assist on the IT side of things as per the attached protocol from DoJ.
> >
> > Thoughts?
> >
> > TS
> >
> > **From:** Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
> > **Sent:** Thursday, November 12, 2020 1:06 PM
> > **To:** Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca>
> > **Cc:** Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
> > **Subject:** Motion for the production of papers - IT assistance required
> >
> > Hi Tanya, as discussed the PCO IT contact would be responsible for creating four (4) folders on the PCO shared network drive to allow all PCO branches to store Outlook data files (.pst) and Local and Shared Drive documents relevant to the October 26 motion. The four folders that must be created by IT are the following:
> >
> > a. Outlook data files (.pst) – Protected B, Protected A and Unclassified
> > b. Outlook data files (.pst) – Secret
> > c. Documents from local drives and shared network drives – Protected B, Protected A and Unclassified
> > d. Documents from local drives and shared network drives – Secret

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Once each branch has saved their documents to one of the four folders, IT will need to assist with the finalizing of the collection process. I've enclosed the step-by-step instructions for this process.

Hope that helps as a general overview of what is expected.

Also attached, fyi, is the initial tasking sent to departments and implicated PCO areas.

Many thanks for your assistance.

Jean

Jean Cintrat
Directeur des Opérations, Affaires parlementaires
Bureau du Conseil privé / Gouvernement du Canada
Director of Operations, Parliamentary Affairs
Privy Council Office / Government of Canada
jean.cintrat@pco-bcp.gc.ca / 613-947-3639

<mime-attachment>
<Protocol for Motion Coordinator (EN).docx>

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Simmering, William

From: Shea, Matthew
Sent: Monday, November 16, 2020 12:55 PM
To: MacDonald, Ken; Sandberg , Tanya
Cc: Nair, Sreejit (Jit); Neilson, David; Lefebvre, Robert
Subject: RE: Motion for the production of papers - IT assistance required

Ok, this is considered an urgent file with very tight deadlines.

From: MacDonald, Ken <Ken.MacDonald@pco-bcp.gc.ca>
Sent: Monday, November 16, 2020 12:53 PM
To: Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca>; Shea, Matthew <Matthew.Shea@pco-bcp.gc.ca>
Cc: Nair, Sreejit (Jit) <Sreejit.Nair@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>; Lefebvre, Robert <Robert.Lefebvre@pco-bcp.gc.ca>
Subject: RE: Motion for the production of papers - IT assistance required

Jean reached out to Rob and let him know that Tamara will be contacting him on details. Work is beginning. //Ken

---

From: Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca>
Sent: Monday, November 16, 2020 11:49 AM
To: Shea, Matthew <Matthew.Shea@pco-bcp.gc.ca>; MacDonald, Ken <Ken.MacDonald@pco-bcp.gc.ca>
Cc: Nair, Sreejit (Jit) <Sreejit.Nair@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>; Lefebvre, Robert <Robert.Lefebvre@pco-bcp.gc.ca>
Subject: RE: Motion for the production of papers - IT assistance required

I just sent an email to let Jean know.

From: Shea, Matthew <Matthew.Shea@pco-bcp.gc.ca>
Sent: Monday, November 16, 2020 11:17 AM
To: MacDonald, Ken <Ken.MacDonald@pco-bcp.gc.ca>
Cc: Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca>; Nair, Sreejit (Jit) <Sreejit.Nair@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>; Lefebvre, Robert <Robert.Lefebvre@pco-bcp.gc.ca>
Subject: Re: Motion for the production of papers - IT assistance required

And has this been communicated to Jean? Is work underway?

Matt

Sent from my iPhone

> On Nov 16, 2020, at 10:33 AM, MacDonald, Ken <Ken.MacDonald@pco-bcp.gc.ca> wrote:
>
> Morning, Rob has agreed to take this on from an IT perspective. //Ken

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

From: Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca>
Sent: Friday, November 13, 2020 4:48 PM
To: Shea, Matthew <Matthew.Shea@pco-bcp.gc.ca>; Nair, Sreejit (Jit) <Sreejit.Nair@pco-bcp.gc.ca>; MacDonald, Ken <Ken.MacDonald@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>
Subject: Re: Motion for the production of papers - IT assistance required

Following up

Sent from my iPhone

> On Nov 12, 2020, at 1:17 PM, Sandberg, Tanya <Tanya.Sandberg@pco-bcp.gc.ca> wrote:
>
> Please see below request from Parliamentary Affairs.
>
> They have identified a motion coordinator from L&HP but would also require someone to assist on the IT side of things as per the attached protocol from DoJ.
>
> Thoughts?
>
> TS
>
> **From:** Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
> **Sent:** Thursday, November 12, 2020 1:06 PM
> **To:** Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca>
> **Cc:** Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
> **Subject:** Motion for the production of papers - IT assistance required
>
> Hi Tanya, as discussed the PCO IT contact would be responsible for creating four (4) folders on the PCO shared network drive to allow all PCO branches to store Outlook data files (.pst) and Local and Shared Drive documents relevant to the October 26 motion. The four folders that must be created by IT are the following:
>
> a. Outlook data files (.pst) – Protected B, Protected A and Unclassified
> b. Outlook data files (.pst) – Secret
> c. Documents from local drives and shared network drives – Protected B, Protected A and Unclassified
> d. Documents from local drives and shared network drives – Secret
>
> Once each branch has saved their documents to one of the four folders, IT will need to assist with the finalizing of the collection process. I've enclosed the step-by-step instructions for this process.
>
> Hope that helps as a general overview of what is expected.
>
> Also attached, fyi, is the initial tasking sent to departments and implicated PCO areas.
>
> Many thanks for your assistance.
>
> Jean
>
> Jean Cintrat

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Directeur des Opérations, Affaires parlementaires
Bureau du Conseil privé / Gouvernement du Canada
Director of Operations, Parliamentary Affairs
Privy Council Office / Government of Canada
jean.cintrat@pco-bcp.gc.ca / 613-947-3639

<mime-attachment>
<Protocol for Motion Coordinator (EN).docx>

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Simmering, William

From: Nair, Sreejit (Jit)
Sent: Monday, November 16, 2020 1:25 PM
To: MacDonald, Ken; Neilson, David
Cc: Lefebvre, Robert
Subject: FW: Motion for the production of papers - Folders and collection of documents
Attachments: Collection Protocol - Microsoft Outlook and Shared Drives - IT Official.docx; Preservation Protocol - Local and Shared Drives - Custodian (EN).docx; Preservation Protocol - Outlook - Custodian (EN).docx; Protocol for Motion Coordinator (EN).docx; Protocole de préservation - Disque Local et Réseau - Détenteur (FR).docx; Protocole de préservation - Outlook - Détenteurs (FR).docx; Protocole pour la collecte – Réseau partagé - Professionnels de TI (FR).docx; Protocole pour le coordonateur de la motion (FR).docx; Motion for the Production of Papers - COVID; Memo to PCO Staff - Document Collection.docx

Importance: High

Hi David,

Are you engaged on this aspect of the information collection?

Thanks

Jit Nair
CIO-DPI
PCO-BCP

From: Lefebvre, Robert <Robert.Lefebvre@pco-bcp.gc.ca>
Sent: Monday, November 16, 2020 1:24 PM
To: Nair, Sreejit (Jit) <Sreejit.Nair@pco-bcp.gc.ca>
Subject: FW: Motion for the production of papers - Folders and collection of documents

Rob Lefebvre

Manager / Workplace Technology Solutions
Privy Council Office / Bureau du Conseil privé
Government of Canada / Gouvernement du Canada
85 Sparks street / 85 rue Sparks
Ottawa, Ontario, K1A 0A3
Tel / Tél: (613) 948-6696
Cell / Cell: [redacted] s.16(2)
Email / Courriel: robert.lefebvre@pco-bcp.gc.ca

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: November 16, 2020 1:15 PM
To: Lefebvre, Robert <Robert.Lefebvre@pco-bcp.gc.ca>
Subject: Motion for the production of papers - Folders and collection of documents

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Hi Rob

As discussed, LHP is looking for assistance from PCO IT to create four (4) folders on the PCO shared network drive to allow all PCO branches to store Outlook data files (.pst) and Local and Shared Drive documents relevant to the October 26 motion. The four folders that must be created by IT are the following:

a. Outlook data files (.pst) – Protected B, Protected A and Unclassified
b. Outlook data files (.pst) – Secret
c. Documents from local drives and shared network drives – Protected B, Protected A and Unclassified
d. Documents from local drives and shared network drives – Secret

Once each branch has saved their documents to one of the four folders, we would need your assistance in finalizing the collection process and transmitting the information to the Department of Justice for uploading in their Ringtail software. I've enclosed the step-by-step instructions provided by Justice Canada for both the establishment of the folders and the collection process.

I've also included the original tasking send to departments and the proposed tasking for PCO employees. As discussed, we would need this file structure established as soon as possible.

Hope that helps as a general overview of what is expected.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted] s.16(2)
Tamara.Jeffrey@pco-bcp.gc.ca

Protocols for Collection of Documents on Shared Drives and Emails in Outlook

Individuals in your department have identified documents relevant to the *October 26, 2020 House of Commons Motion to Provide Documents to the Standing Committee on Health (Covid-19 Pandemic)*. These individuals are called Custodians and they have been provided with Protocols with instructions on how to preserve documents on local and shared drives and emails in Outlook.

The collection of these documents must be done by departmental IT officials. The purpose of this Protocol is to provide the instructions on how this collection process must be carried out.

1. Shared Drives:

Custodians have preserved relevant documents found on local and shared drives into folders on your department's shared drives, based on the security classification of those documents (Protected B, Protected A and Unclassified, as well as Secret). Please familiarize yourself with the Preservation Protocol for Local and Shared Drives that was provided to Custodians. The documents will need to be collected and provided to the Department of Justice. Follow the instructions below to ensure proper collection.

a. Identify media devices that you will be using to store the documents you will be collecting from Custodians. You will require a media device for Protected B, Protected A and Unclassified, as well as a media device for Secret. You must physically label each media device according to its highest security classification level. The media devices must be equipped with Bitlocker. To turn on Bitlocker follow these steps:
   - Once the drive is inserted into your computer, delete any software on the drive, then right-click on the drive, select "Turn on bitlocker". Select to encrypt the entire drive and use the Bitlocker password that has been agreed upon by Justice and your department.
   - You can then proceed with the encryption process. The generated PDF with recovery key may be discarded.
   - Once complete (5 to 10 minutes) the drive should be ready for use. It will require the password when inserted into another device.

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b. The Motion Coordinator will provide you with detailed information about the Custodians who have relevant documents that need to be collected, including the folder name and the location of the documents on the shared drive. Each Custodian was instructed to create a subfolder using the following naming convention: Last name, first name. This will ensure that documents from each Custodian are kept separate.

c. Collect the documents from the folders on the shared drives using a collection tool that maintains the integrity of the metadata of documents (e.g. PinPoint Harvester, Robocopy). If your IT Department does not already have these collection tools, request them from the contact person for the Department of Justice.

d. Once the collection is completed, notify the Motion Coordinator who will provide instruction on delivery of the encrypted media devices to the Department of Justice Canada.

2. Microsoft Outlook:

Custodians have preserved relevant emails in an Outlook data file (.pst) as instructed in the Preservation Protocols for Outlook, based on the security classification of those documents (Protected B, Protected A and Unclassified, as well as Secret). Please familiarize yourself with the Preservation Protocol for Outlook that was provided to Custodians. The Outlook data files (.pst) will need to be collected and provided to the Department of Justice. Follow the instructions below to ensure proper collection.

a. Identify media devices that you will be using to store the Outlook data files (.pst) you will be collecting from Custodians. You will require a media device for Protected B, Protected A and Unclassifed, as well as a media device for Secret. You must physically label each media device according to its highest security classification level. The media devices must be equipped with Bitlocker. To turn on Bitlocker follow these steps:
   - Once the drive is inserted into your computer and any software deleted, right-click on the drive, select "Turn on bitlocker". Select to encrypt the entire drive and use the Bitlocker password that has been agreed upon by Justice and your department.
   - You can then proceed with the encryption process. The generated PDF with recovery key may be discarded.
   - Once complete (5 to 10 minutes) the drive should be ready for use and require the password when inserted.

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

b. The Motion Coordinator will provide you with detailed information about the Custodians who have relevant emails in Outlook data files (.pst) that need to be collected, including the folder name and the location of the Outlook data files (.pst) on the shared drive. Each Custodian was instructed to create a subfolder using the following naming convention: Last name, first name. This will ensure that Outlook data files (.pst) from each Custodian are kept separate.

c. Collect the Outlook data files (.pst) from the folders on the shared drives using a collection tool that maintains the integrity of the metadata of documents (e.g. PinPoint Harvester, Robocopy). If your IT Department does not already have one of these collection tools, request them from the Department of Justice.

d. Once the collection is completed, notify the Motion Coordinator who will provide instructions on delivery of the encrypted media devices to the Department of Justice Canada.

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Good Afternoon,

Further to the guidance issued by the Department of Justice on November 10, 2020, I will be your point of contact as the Motion Coordinator for PCO for the October 26, 2020 House of Commons Motion to Provide Documents to the Standing Committee on Health (Covid-19 Pandemic).

To compile the Government's response to the motion, we will use an eDiscovery document review platform called Ringtail to store all responsive documents, and to review and redact them. Two databases will be created – one rated for Secret documents, another for Protected B and unclassified documents. These databases will be housed in the Ringtail environments of the Department of Justice.

Ringtail has several analytics functions that will make document review and redaction more efficient and consistent:

- Identical documents can be identified: duplicates can be eliminated from review.
- Chains of emails can be identified and only those emails needed to provide all the content in the email chain need be reviewed.
- Documents are fully indexed and their content can be searched.
- Documents that are conceptually related can be clustered and tasked to the same reviewer.
- Workflows can direct documents to reviewers in structured assignments; progress on assignments can be monitored; when they have been reviewed, documents can be put into new workflows for quality control assessment.

The analytics functions of Ringtail require that we collect documents in their native format: their content and metadata should not be altered.

On November 13, PCO provided further guidance on scoping, interpretations of terms and the identification of sensitive information. You are now asked to collect your relevant records, in accordance with these guidelines, in preparation for uploading into Ringtail.

Individuals who have identified documents relevant to the Motion must read the following protocols for preserving the documents:

i. Preservation Protocols for Custodians - Microsoft Outlook
ii. Preservation Protocol for Custodians – Local and Shared Drive on a Network

PCO-IT has created four (4) folders on the shared network drive for you are to store your Outlook data files (.pst) and Local Drive and Shared Drive documents. The four (4) folders are the following:

i. Outlook data files (.pst) – Protected B, Protected A and Unclassified (insert file path here)
ii. Outlook data files (.pst) – Secret (insert file path here)
iii. Documents on local and shared network drives – Protected B, Protected A and Unclassified (insert file path here)
iv. Documents on shared network drives – Secret (insert file path here)

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You are asked to create a subfolder within each of the four (4) folders above, as required. Each subfolder must be named as follows: Last Name, First Name.

Once you have completed the steps in the protocols for preserving Outlook data file (.pst) and documents on local and shared network drives please send an email to **tamara.jeffrey@pco-bcp.gc.ca** confirming completion. This will allow PCO IT officials to complete the collection of documents.

If you encounter difficulties unencrypting a document identified on your local drive or on the shared network drive, please do not hesitate to contact me by email (**tamara.jeffrey@pco-bcp.gc.ca_** or phone (613-314-0542).

Protected B

Preservation Protocol for Custodians
Local and Shared Drive on a Network

You have documents stored on a shared network drive and/or on local drives (e.g. C: drive) that you have identified as relevant to the *October 26, 2020 House of Commons Motion to Provide Documents to the Standing Committee on Health (Covid-19 Pandemic)*. The purpose of this Protocol is to provide instructions on how to preserve the documents for collection as recommended by the Department of Justice Canada.

Review this Protocol and follow the instructions below to copy the relevant documents into the appropriate folder corresponding to its security classification level.

If you are unable to follow these instructions for any reason, advise the Motion Coordinator immediately. They will provide you with further instructions.

Follow the instructions below to preserve documents relevant to the Motion:

1. Search for and identify relevant documents on the shared network drive and on local drives based on the file name and your knowledge of their content.

2. You will receive an email from the Motion Coordinator in which you will be provided with the following links:
   - A link to a folder for you to store relevant documents that are classified as Protected B, Protected A and Unclassified;
   - A link to a secure folder for you to store relevant documents classified as Secret.

   Click on the provided link applicable to the security classification level of the document. This will open a new window in File Explorer. Based on the instructions in the email from Motion Coordinator, create a subfolder within each of the folders above. Each subfolder must be named as follows: Last Name, First Name. These are the subfolders in which the documents you have identified in Step 1. above will be copied to, using the copy and paste method. To do this, move the mouse pointer to the title of the original document. Right click on the title of the document you have identified in Step 1. above and select Copy from the menu.

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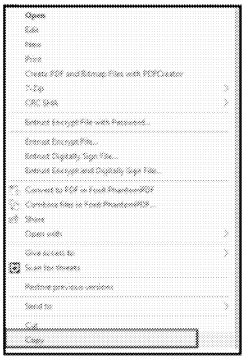

Click to select the destination subfolder where you want to copy the document to, and then click Ctrl+V.

3. If any of the documents you have identified as being relevant to the Motion are encrypted, you must remove the encryption before copying them to the subfolder. Encryption methods vary. Therefore, if you are unsure how to unencrypt a document, contact your Motion Coordinator.

4. If any of the documents you have identified as being relevant to the Motion are password protected, you must provide the following information to the departmental IT official who will be collecting your electronic documents:

    a. Document name;
    b. The file path in the subfolder on the shared drive where you have copied the documents using the steps set out above; and
    c. Password for the document.

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Preservation Protocols for Custodians
Microsoft Outlook

You have Outlook emails that you have identified as relevant to the *October 26, 2020 House of Commons Motion to Provide Documents to the Standing Committee on Health (Covid-19 Pandemic)*. The purpose of this Protocol is to provide instructions on how to preserve and collect emails and their attachments by using an Outlook data file (.pst) as recommended by the Department of Justice Canada.

All relevant emails sent or received, along with their attachments, must be copied into Outlook data files (.pst):

- If an email is relevant but the attachments are not, include both the email and all the attachments.
- If an attachment is relevant but the email is not, include both the email and the attachment.
- If some of the attachments to an email are relevant and some other attachments are not, include them all.

Include all emails that are part of an email chain, even if some of them are not relevant. Include all duplicate emails as well. By doing this, you will ensure that subtle differences between emails are preserved.

If you have emails on an archiving software (e.g. eVault), contact your departmental IT official who will provide you with instructions on how to fully restore the emails to Outlook before you proceed with the instructions below. If you are unable to follow the instructions in this Protocol for any reason, advise the Motion Coordinator immediately. They will provide you with further guidance.

Follow the instructions below:

1. It is possible that you have encrypted emails in your mailbox that are relevant to the Motion. You must unencrypt them. To assist you in determining whether you have encrypted emails in your mailbox, and for instructions on how to unencrypt them, follow the steps in *Annex I - Instructions for Searching and Unencrypting Emails.*

2. If any of the emails you have identified as being relevant to the Motion contain attachments that are password protected, you must provide the following information to the departmental IT official who will be collecting your electronic documents:

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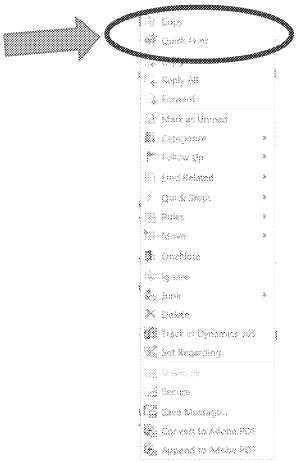
a. Email subject;
b. Date and time of the email;
c. File Name of the email attachment;
d. Password for the attachment.

3. Create an Outlook data file (.pst) by following the instructions in *Annex II – Creating an Outlook data file (.pst)*.

4. Copy all relevant emails, including the unencrypted emails if any, into the Outlook data file (.pst) using the "Copy" function. To do this, select the emails by left clicking on them using your mouse. Press the right button of your mouse and select Copy from the menu.



Navigate to the Outlook data file (.pst) that you have created for the Motion and left click to select it. This will enable you to Paste the selected email in the Outlook data file (.pst).

5. If an email or its attachment is classified as Secret, create a separate Outlook data file (.pst) by following the instructions in *Annex II – Creating an Outlook data file (.pst)*.

6. If you have existing Outlook data files (.pst) that were created for a purpose not related to the Motion (e.g. litigation), identify emails relevant to the Motion in that file and copy them to the Outlook data file (.pst) that you have created for the Motion.
   - Select the item you want to Copy.
   - To copy, right-click and select Copy.
   - Navigate to the folder where you want to Copy the item to, and then click Ctrl+V.

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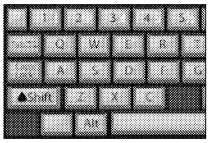

7. Once all of the above steps have been completed, please follow the instructions that you have been provided by your Motion Coordinator for next steps on collection of Outlook data file (.pst). Collection will be carried out by departmental IT officials.

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ANNEX I

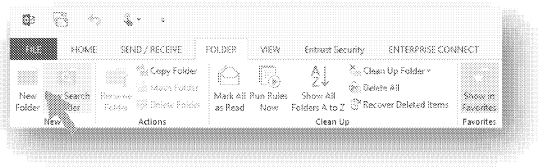
Instructions for Searching and Unencrypting Emails

Using the search bar in Outlook will not search the content of encrypted emails, nor will it search its attachments. Only encrypted emails with relevant terms in the subject line will be included in the search results. To search the content of encrypted emails, follow the steps below:

Step 1 - Setup a Custom Search Folder

A Search Folder is a virtual folder that gathers all messages or other Outlook items that match specific search criteria. For example, an Encrypted Emails Search Folder enables you to view all encrypted messages in one folder, even though they might be saved in different folders across your mailbox.

1. To create a custom search folder, select the Folder tab on the Ribbon and then click on the New Search Folder button.



2. In the New Search Folder window, scroll down to the bottom of the list. Select the Create a custom Search Folder option, and then select the Choose button.

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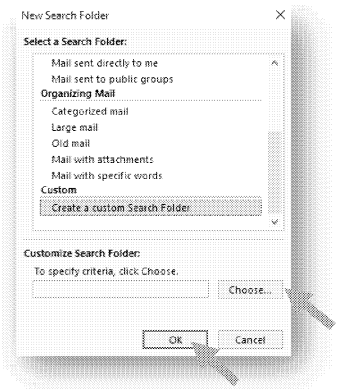
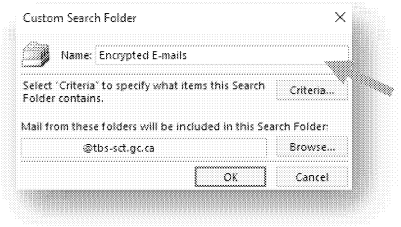
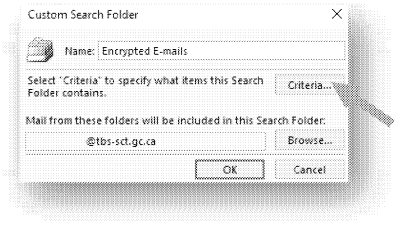


2. In the Custom Search Folder window, type the name of the folder, e.g. Encrypted E-mails, into the Name field.



3. You will then need to configure the criteria for the search. This criteria sets what type of emails the custom search folder will search for, and gather. Click on the Criteria button which will display the Custom Search Folder Criteria window.



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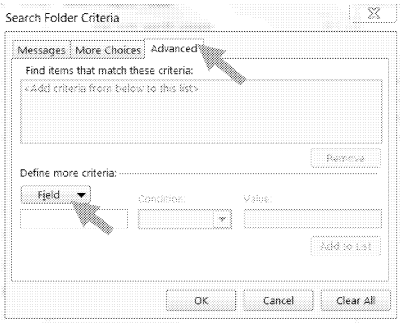
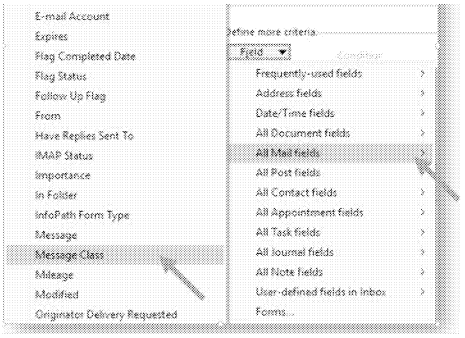
4. Click on the Advanced tab, which allows criteria to be added based on all Outlook fields.



5. From the Field Drop-Down Menu, select All Mail fields and then select Message Class.



6. (a) Using the Condition drop-down menu, select contains and enter "IPM.Note.SMIME" in the Value field. Click Add to List.

___(b) Repeat this step and enter "IPM.Note.SMIME.MultipartSigned" in the Value field. Click Add to List.

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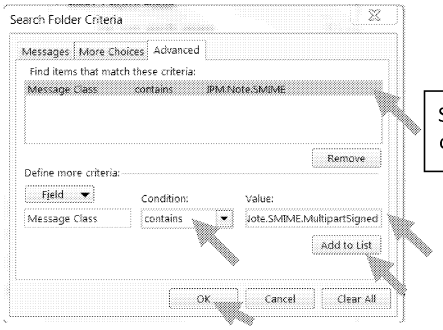
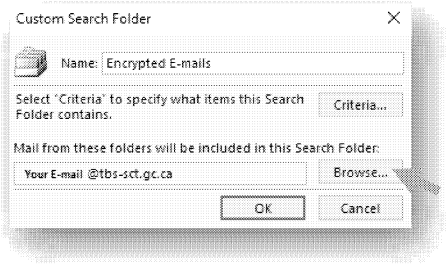


Step 6. (a) looks like this once completed

7. When you are finished setting all the criteria, click the OK button to return to the Custom Search Folder window.

8. By default, the custom search you have created will search for, and gather encrypted emails from all the folders in your mailbox. If you have access to multiple mailboxes, you will need to select another mailbox for the custom search folder to search. To do this, click the Browse button.



9. In the Select Folder window, select the mailbox you want to include in the search, and click OK.

10. Once in the Custom Search Folder window, click OK.

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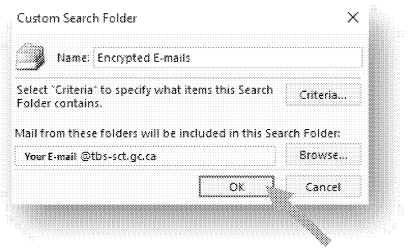
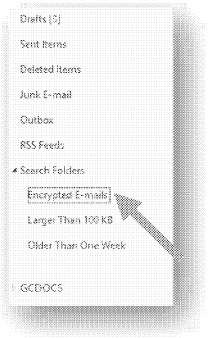


11. The new Custom Search Folder window is then displayed. Click the OK button.

12. Outlook then creates the custom search folder entitled "Encrypted E-mails" and adds it to your Search Folders list.



Step 2 – Create a folder in your Inbox

Create a new folder in your inbox in which to copy the encrypted emails the custom search folder gathered. You will use this folder to unencrypt and search for relevant emails (Step 4 and 5 below).

*Note: If you unencrypt emails directly in the custom search folder you created, the emails disappear from the search folder since this folder is designed to look for the criteria you set up, e.g. encrypted emails. Once emails are unencrypted, they no longer meet the criteria of the search folder, they disappear from that virtual folder and therefore you will not be able to find them in order to re-encrypt them at the end of this process.

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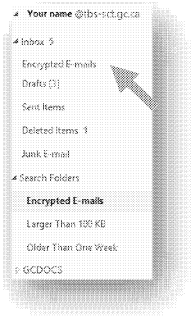
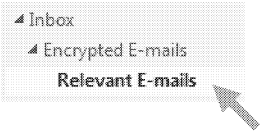
1. From your Inbox, create an Encrypted E-mails subfolder by right-clicking on the Inbox and selecting New Folder. Once emails have been collected, you will re-encrypt the emails in this folder (Step 6 below).



2. From the newly created Encrypted E-mails folder in your inbox, create a Relevant E-mails subfolder by right-clicking on the Encrypted E-mails folder and selecting New Folder. This folder is the location where you will move emails you have identified as relevant. Relevant emails will be collected from this folder. Once emails have been collected, you will re-encrypt the emails in this folder (Step 6 below).



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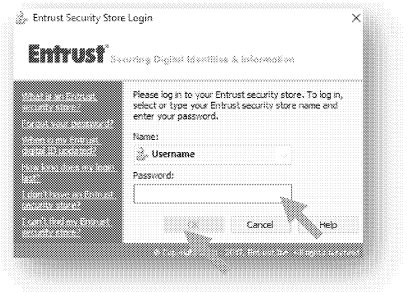
Step 3 - Log into Entrust

1. Click on the Encrypted E-mails Custom Search Folder. The Entrust Security Store Login window will then be displayed.

2. Enter your password and click OK. You will now be able to work with your encrypted emails.

   *Note: You may be prompted to log back in to Entrust after a certain amount of time has elapsed.



Step 4 – Move emails from Custom Search Folder to Encrypted E-mails Folder

1. Select all emails in the Encrypted E-mails Custom Search Folder by selecting <CTRL> + A on your keyboard to highlight all emails in this folder. Drag and drop the selected emails into the Encrypted E-mails folder you created in your inbox.

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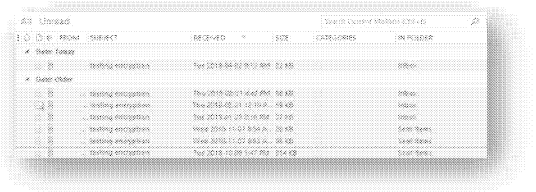
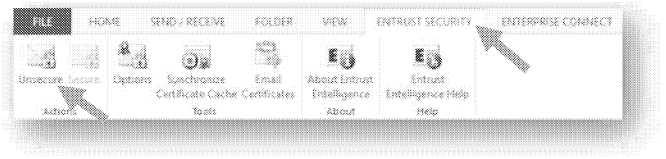
Step 5 - Unencrypt emails in Encrypted E-mails Folder to enable content searching

1. From the Encrypted E-mails folder in your inbox, select up to 10 emails to unencrypt at a time.



2. Click on the Entrust Security tab. Select Unsecure. The selected emails are now unencrypted. Keep repeating this step until all emails in the Encrypted E-mails folder are unencrypted.



3. From your Encrypted E-mails folder in your inbox, click on the Search Bar and enter your search term. Ensure that the "Current Folder" option is selected. Relevant results are then displayed.

4. You can use the criteria in the drop-down menu to help with sorting your search results:

   - From
   - To
   - Received
   - Subject
   - Importance

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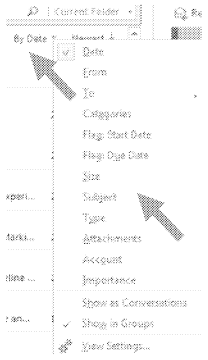
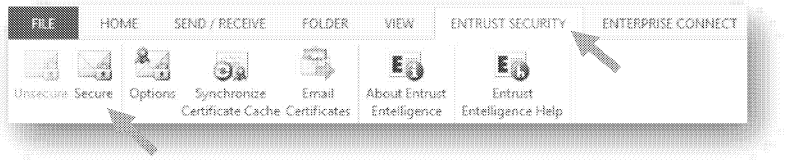


5. *Select all emails which you have identified as relevant, and* drag and drop the emails into the Relevant E-mails sub-folder in your inbox.

Step 6 – Re-encrypt emails after they have been moved to the Outlook data file (.pst)

1. Once emails have been moved to the Outlook data file (.pst), you will need to re-encrypt your emails. From the Encrypted E-mails folder in your inbox, select the emails that you have previously unencrypted.

2. Click the Entrust Security tab and choose the Secure button. Your emails are now re-encrypted.



3. You will need to repeat the same steps to re-encrypt the emails in the Relevant E-mails folder after they have been collected. Follow the steps to select emails and re-encrypt them outlined above in Step 6(1) and 6(2) in the Relevant E-mails folder in your inbox.

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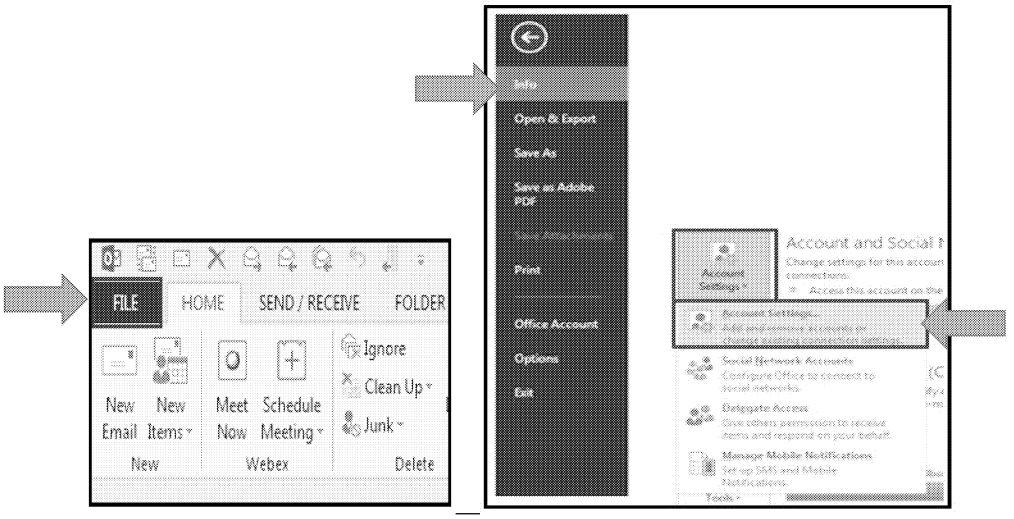
ANNEX II

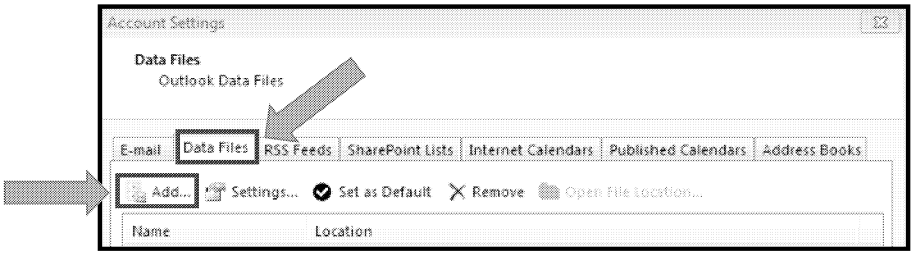
Creating an Outlook Data File (.pst)

Follow the steps below:

1. Click on File, Info, Account Settings and then Account Settings.



2. In the Account Settings pop-up window, click on the Data Files tab and select Add.



3. Navigate and select the folder specified in the email you received from the Motion Coordinator for storing the Outlook data file (.pst) that has emails that are Protected B, Protected A or Unclassified. The Motion Coordinator has also provided you a link to the folder where you

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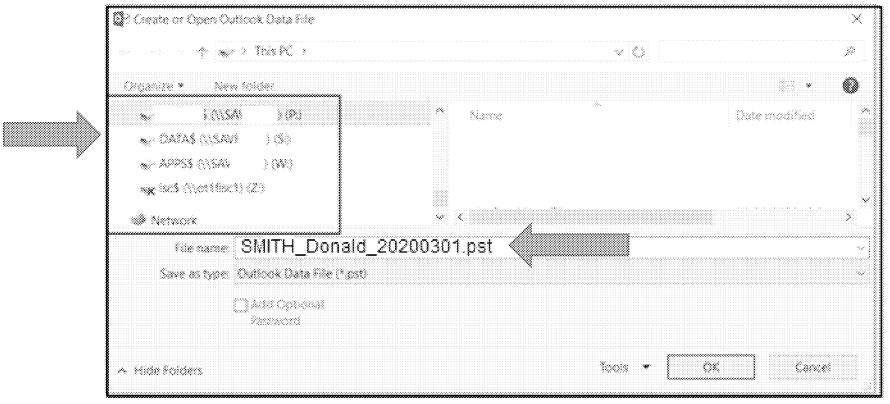
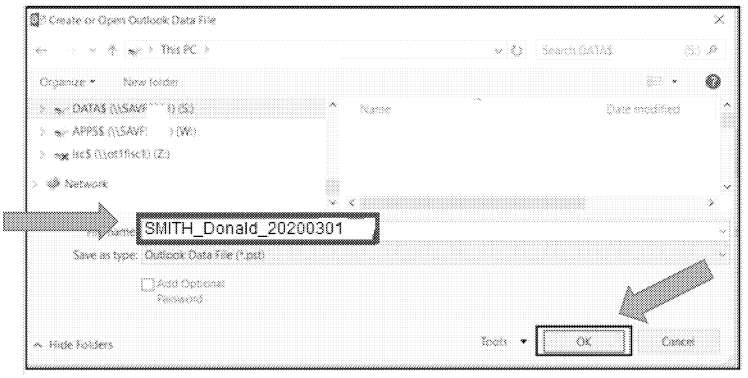
must store Outlook data files with Secret emails) You must create a subfolder within each of the two (2) folders above. Each subfolder must be named as follows: Last Name, First Name. Do not save the Outlook data file (.pst) on your computer's hard drive (c: / drive).



4. In the File Name box, type the name of the Outlook data file (.pst) and click Ok. The Outlook data file (.pst) naming convention is composed of the following information separated by underscores ("_"):
    - Your last name;
    - Your first name;
    - Date you created the Outlook data file (.pst) (YYYYMMDD).

    For example, "SMITH_Donald_20200301"



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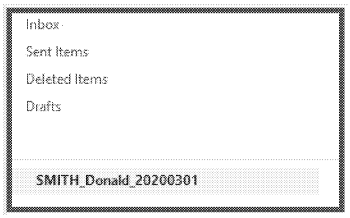
5. If you are creating an Outlook data file (.pst) to store emails or attachments classified as Secret, in the File Name box, type the name of the Outlook data file (.pst) and click Ok. The Outlook data file (.pst) naming convention is composed of the following information separated by underscores ("_"):
    - Your last name;
    - Your first name;
    - Date you created the Outlook data file (.pst) (YYYYMMDD)
    - "Secret".

    For example, "Smith_Donald_20200301_Secret"

6. Click Close to close the Account Settings pop-up window and return to Outlook.

7. You can now see your Outlook data file (.pst) in your list of folders.



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Simmering, William

From: Wong-Fortin, Bonny
Sent: Monday, November 16, 2020 3:13 PM
To: Babad, Luke; Shi, Anke
Subject: FW: 26 Oct motion guidance / directives
Attachments: Tasking COVID Nov 13 EN PRELIMINARY.docx; Nov 13 tasking COVID PRÉLIMINAIRE FR.docx

Attachment is duplicate

Not sure if there are any additional materials/direction to share, but Rahel provided the attached to help guide our production of documents. Let me know if we should have a chat before the meeting Dom just scheduled.

From: Merissa, Rahel <Rahel.Merissa@pco-bcp.gc.ca>
Sent: Monday, November 16, 2020 2:22 PM
To: Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>
Subject: FW: 26 Oct motion guidance / directives

Rahel Merissa
PCO-OPS
613-296-0071

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Friday, November 13, 2020 3:42 PM
To: Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; heather1684@smtp.gc.ca; Bombardier, Manon (HC/SC) <manon.bombardier@canada.ca>; Annik Larocque (ESDC) <annik.larocque@hrsdc-rhdcc.gc.ca>; Cal Piché <Cal.Piche@cic.gc.ca>; Chad Mariage (ISED) <chad.mariage@canada.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Colleen Calvert (GAC) <colleen.calvert@international.gc.ca>; Corinne Boucher (SW) <corinne.boucher@cfc-swc.gc.ca>; Corri Barr (PSPC) <corri.barr@tpsgc-pwgsc.gc.ca>; Danica Vaillancourt (NRCAN) <danica.vaillancourt@canada.ca>; Etienne Caouette-Fraser (CMHC) <ecaouett@cmhc-schl.gc.ca>; Francois Masse (ISC) <francois.masse@canada.ca>; Ian Miller (DND) <ian.miller@forces.gc.ca>; Irene Balite (FIN) <irene.balite@canada.ca>; Iwan chan (ECCC) <iwan.chan@canada.ca>; Jacques Dufort (VAC) <Jacques.Dufort@canada.ca>; Janhabi Nandy (TBS) <janhabi.nandy@tbs-sct.gc.ca>; Jennifer Cleary (VAC) <jennifer.cleary@canada.ca>; Jennifer Mooney (DFO) <jennifer.mooney@dfo-mpo.gc.ca>; Jenny Ratansi-Rodrigues (PCH) <jenny.ratansi-rodrigues@canada.ca>; Jessica Kerr (ESDC) <jessica.kerr@hrsdc-rhdcc.gc.ca>; Jimmy M. Brrackenridge (TC) <jimmy.brackenridge@tc.gc.ca>; Joe Prokipcak (Health Canada) <joseph.prokipcak@canada.ca>; Karl El-Koura (INFC) <karl.elkoura@canada.ca>; katherine.macdonald (AAFC) <katherine.macdonald2@canada.ca>; Laura Corkill (PSPC) <laura.corkill@tpsgc-pwgsc.gc.ca>; Lisa Smylie (SW) <lisa.smylie@cfc-swc.gc.ca>; Lorraine McKenzie Presley (PS) <lorraine.mckenziepresley@canada.ca>; Lorraine Redekop (CRA) <lorraine.redekop@cra-arc.gc.ca>; Louise Hayes (TBS) <louise.hayes@tbs-sct.gc.ca>; Marc Vallières (PS) <marc.vallieres@canada.ca>; Martin Jourdenais (PCH) <martin.jourdenais@canada.ca>; Megan Weekes (DND) <megan.weekes@forces.gc.ca>; Melissa Devlin-Coull (INFC) <melissa.devlin-coull@canada.ca>; Michael Berg (GAC) <michael.berg@international.gc.ca>; Micheline Joanisse (NRCAN) <micheline.joanisse@canada.ca>; Monique Bevan SCC <monique.bevan@canada.ca>; Pamela Carstens (SSC) <pamela.carstens@canada.ca>; Paul comeau (ECCC) <paul.comeau@canada.ca>; Rebecca Barnes (GAC) <rebecca.barnes@international.gc.ca>; Riley Hennessey (DND) <riley.hennessey@forces.gc.ca>; Rima Hamoui (DFO) <rima.hamoui@dfo-mpo.gc.ca>; Sally Thorpe (INAC) <sally.thorpe@canada.ca>; Simon Cardinal (IRCC) <simon.cardinal@cic.gc.ca>; Sophie Bédard (AAFC) <sophie.bedard@canada.ca>; Stephanie Littlejohn IRCC <stephanie.littlejohn@cic.ca>; Tara Hall (CRA) <tara.hall@cra-

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Cc: Stringham, James <James.Stringham@justice.gc.ca>; Burnett, John <John.Burnett@nrc-cnrc.gc.ca>; Adriana Simedrea (TC) <adriana.simedrea@tc.gc.ca>; Amelie Gelinas (PCH) <amelie.gelinas@canada.ca>; Andrea King INFC <andrea.king@canada.ca>; Annick Hector (ESDC) <annick.hector@hrsdc-rhdcc.gc.ca>; Benjamin Woodman (PSCP) <benjamin.woodman@tpsgc-pwgsc.gc.ca>; Bryan Kirk (ESDC) <bryan.kirk@hrsdc-rhdcc.gc.ca>; Catherine Morin (PCH) <catherine.morin@canada.ca>; Charles Choi VAC <Charles.choi2@canada.ca>; christian.vezeau@canada.ca; Claudine Bouvier(PSPC) <claudine.bouvier@tpsgc-pwgsc.gc.ca>; Dana Robinson <dana.robinson@tbs-sct.gc.ca>; Daniela Bolivar (INFC) <danelia.bolivar@canada.ca>; dyanna legare VAC <dyanna.legare@canada.ca>; Emilie Anne Duval (TBS) <emilieanne.duval@tbs-sct.gc.ca>; Francois Harvey (FIN) <francois.harvey@canada.ca>; Helga El-Zein (CRA) <Helga.El-Zein@cra-arc.gc.ca>; Isabelle LaFrenière (JUS) <isabelle.lafreniere@justice.gc.ca>; Jason Marshall (VAC) <jason.marshall@canada.ca>; Joanne Contant (AAFC) <joanne.contant@canada.ca>; Jordan Cicalo (HC) <jordan.cicalo@canada.ca>; Julie Samson (ESDC) <julie.samson@hrsdc-rhdcc.gc.ca>; Laura Braun (PS) <laura.braun@canada.ca>; Marc Langis (PCH) <marc.langis@canada.ca>; Mark Power (JUS) <mark.power@justice.gc.ca>; Michael Ricco (ISED) <michael.ricco@canada.ca>; Nastassia Mahdi (INFC) <nastassia.mahdi@canada.ca>; Baker, Nicole <Nicole.Baker@pco-bcp.gc.ca>; Peter Ferguson (DFO) <Peter.Ferguson@dfo-mpo.gc.ca>; Bédard, Rachelle <Rachelle.Bedard@pco-bcp.gc.ca>; Ramzi Yonis (DFO) <ramzi.yonis@dfo-mpo.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Rossano Bernardi (CRA) <Rossano.Bernardi@cra-arc.gc.ca>; ryan.wichers (SSC) <ryan.wichers@canada.ca>; Sanjay Vachali (PSPC) <Sanjay.Vachali@tpsgc-pwgsc.gc.ca>; Stephane McNicholl (NRCAN) <stephane.mcnicholl@canada.ca>; Stephanie Littlejohn CIC <Stephanie.Littlejohn@cic.gc.ca>; Susan Nadon <susan.nadon@canada.ca>; Tanya Guay (VAC) <tanya.guay@canada.ca>; Winnie Pang CWC <winnie.pang@cfc-swc.gc.ca>; Wladyslaw Kinastowsk (CRA) <Wladyslaw.Kinastowski@cra-arc.gc.ca>
Subject: 26 Oct motion guidance / directives

Good afternoon,
Please find attached preliminary guidance concerning the motion adopted by the House of Commons on October 26. Confirmation of the guidance will be provided on Monday.

Bonjour,
Veuillez trouver ci-joint des directives préliminaires concernant la motion adoptée par la Chambre des communes le 26 octobre. Nous confirmerons ces directives lundi.

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Simmering, William

From: Wong-Fortin, Bonny
Sent: Monday, November 16, 2020 12:30 PM
To: Babad, Luke
Subject: FW: Motion for the Production of Papers - COVID

Looking for the Nov 10th one.

From: Wong-Fortin, Bonny
Sent: Monday, November 9, 2020 7:35 AM
To: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>; Shi, Anke <Anke.Shi@pco-bcp.gc.ca>
Cc: Cobb, Zoiey <Zoiey.Cobb@pco-bcp.gc.ca>; Lefebvre, Alexandre <Alexandre.Lefebvre@pco-bcp.gc.ca>; Jarvis, Mark <Mark.Jarvis@pco-bcp.gc.ca>; Bhandari, Shanu <Shanu.Bhandari@pco-bcp.gc.ca>; MacMaster, Sarah <Sarah.MacMaster@pco-bcp.gc.ca>
Subject: FW: Motion for the Production of Papers - COVID

Please note

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Friday, November 6, 2020 6:23 PM
To: Bombardier, Manon (HC/SC) <manon.bombardier@canada.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Shannon, Tara <Tara.Shannon@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Tremblay2, Genevieve (IC) <genevieve.tremblay2@canada.ca>; Jessica Kerr (ESDC) <jessica.kerr@hrsdc-rhdcc.gc.ca>; Ana Maia (IC) <ana.maia@canada.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Gaetan Champagne <gaetan.champagne@canada.ca>; Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-bcp.gc.ca>; Anna Romano (PHAC/ASPC) <anna.romano@canada.ca>; Munim, Ata-UL <Ata-UL.Munim@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Genevieve Tremblay <genevieve.tremblay2@canada.ca>; Isabelle Faustin <isabelle.faustin@canada.ca>; Jessica Kerr <jessica.kerr@hrsdc-rhdcc.gc.ca>; John Beaudoin <john.beaudoin@canada.ca>; Joseph Prokipcak <joseph.prokipcak@canada.ca>; Martine Pelletier <martine.pelletier@hrsdc-rhdcc.gc.ca'>; Annik Larocque (ESDC) <annik.larocque@hrsdc-rhdcc.gc.ca>; Cal Piché <Cal.Piche@cic.gc.ca>; Chad Mariage (ISED) <chad.mariage@canada.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Colleen Calvert (GAC) <colleen.calvert@international.gc.ca>; Corinne Boucher (SW) <corinne.boucher@cfc-swc.gc.ca>; Corri Barr (PSPC) <corri.barr@tpsgc-pwgsc.gc.ca>; Danica Vaillancourt (NRCAN) <danica.vaillancourt@canada.ca>; Etienne Caouette-Fraser (CMHC) <ecaouett@cmhc-schl.gc.ca>; Francois Masse (ISC) <francois.masse@canada.ca>; Ian Miller (DND) <ian.miller@forces.gc.ca>; Irene Balite (FIN) <irene.balite@canada.ca>; Iwan chan (ECCC) <iwan.chan@canada.ca>; Jacques Dufort (VAC) <Jacques.Dufort@canada.ca>; Janhabi Nandy (TBS) <janhabi.nandy@tbs-sct.gc.ca>; Jennifer Cleary (VAC) <jennifer.cleary@canada.ca>; Jennifer Mooney (DFO) <jennifer.mooney@dfo-mpo.gc.ca>; Jenny Ratansi-Rodrigues (PCH) <jenny.ratansi-rodrigues@canada.ca>; Jimmy M. Brrackenridge (TC) <jimmy.brackenridge@tc.gc.ca>; Karl El-Koura (INFC) <karl.elkoura@canada.ca>; katherine.macdonald (AAFC) <katherine.macdonald2@canada.ca>; Laura Corkill (PSPC) <laura.corkill@tpsgc-pwgsc.gc.ca>; Lisa Smylie (SW) <lisa.smylie@cfc-swc.gc.ca>; Lorraine McKenzie Presley (PS) <lorraine.mckenziepresley@canada.ca>; Lorraine Redekop (CRA) <lorraine.redekop@cra-arc.gc.ca>; Louise Hayes (TBS) <louise.hayes@tbs-sct.gc.ca>; Marc Vallières (PS) <marc.vallieres@canada.ca>; Martin Jourdenais (PCH) <martin.jourdenais@canada.ca>; Megan Weekes (DND) <megan.weekes@forces.gc.ca>; Melissa Devlin-Coull (INFC) <melissa.devlin-coull@canada.ca>; Michael Berg (GAC) <michael.berg@international.gc.ca>; Micheline Joanisse (NRCAN) <micheline.joanisse@canada.ca>; Monique Bevan SCC <monique.bevan@canada.ca>; Pamela Carstens (SSC) <pamela.carstens@canada.ca>; Paul comeau (ECCC) <paul.comeau@canada.ca>; Rebecca Barnes (GAC) <rebecca.barnes@international.gc.ca>; Riley Hennessey (DND) <riley.hennessey@forces.gc.ca>; Rima Hamoui (DFO)

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Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Gray, Sarah <Sarah.Gray@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Lauzon, Adam <Adam.Lauzon@pco-bcp.gc.ca>; MacLean, Charles <Charles.MacLean@pco-bcp.gc.ca>; Mendes, Annesha <Annesha.Mendes@pco-bcp.gc.ca>; Munim, Ata-UL <Ata-UL.Munim@pco-bcp.gc.ca>; Nicholls, Melissa <Melissa.Nicholls@pco-bcp.gc.ca>; Oda, Michael <Michael.Oda@pco-bcp.gc.ca>; Peppy, Shaun <Shaun.Peppy@pco-bcp.gc.ca>; Bédard, Rachelle <Rachelle.Bedard@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-bcp.gc.ca>; Tumber, Reema <Reema.Tumber@pco-bcp.gc.ca>; Wittenburg, Shane <Shane.Wittenburg@pco-bcp.gc.ca>; Stringham, James <James.Stringham@justice.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Babad, Luke <Luke.Babad@pco-bcp.gc.ca>; Babad, Luke <Luke.Babad@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; Jason, Rose Martine <RoseMartine.Jason@pco-bcp.gc.ca>; Adriana Simedrea (TC) <adriana.simedrea@tc.gc.ca>; Amelie Gelinas (PCH) <amelie.gelinas@canada.ca>; Andrea King INFC <andrea.king@canada.ca>; Annick Hector (ESDC) <annick.hector@hrsdc-rhdcc.gc.ca>; Benjamin Woodman (PSCP) <benjamin.woodman@tpsgc-pwgsc.gc.ca>; Bryan Kirk (ESDC) <bryan.kirk@hrsdc-rhdcc.gc.ca>; Catherine Morin (PCH) <catherine.morin@canada.ca>; Charles Choi VAC <Charles.choi2@canada.ca>; christian.vezeau@canada.ca; Claudine Bouvier(PSPC) <claudine.bouvier@tpsgc-pwgsc.gc.ca>; Dana Robinson <dana.robinson@tbs-sct.gc.ca>; Daniela Bolivar (INFC) <danelia.bolivar@canada.ca>; dyanna legare VAC <dyanna.legare@canada.ca>; Emilie Anne Duval (TBS) <emilieanne.duval@tbs-sct.gc.ca>; Francois Harvey (FIN) <francois.harvey@canada.ca>; Helga El-Zein (CRA) <Helga.El-Zein@cra-arc.gc.ca>; Isabelle LaFrenière (JUS) <isabelle.lafreniere@justice.gc.ca>; Jason Marshall (VAC) <jason.marshall@canada.ca>; Joanne Contant (AAFC) <joanne.contant@canada.ca>; Jordan Cicalo (HC) <jordan.cicalo@canada.ca>; Julie Samson (ESDC) <julie.samson@hrsdc-rhdcc.gc.ca>; Laura Braun (PS) <laura.braun@canada.ca>; Marc Langis (PCH) <marc.langis@canada.ca>; Mark Power (JUS) <mark.power@justice.gc.ca>; Michael Ricco (ISED) <michael.ricco@canada.ca>; Nastassia Mahdi (INFC) <nastassia.mahdi@canada.ca>; Baker, Nicole <Nicole.Baker@pco-bcp.gc.ca>; Peter Ferguson (DFO) <Peter.Ferguson@dfo-mpo.gc.ca>; Ramzi Yonis (DFO) <ramzi.yonis@dfo-mpo.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Rossano Bernardi (CRA) <Rossano.Bernardi@cra-arc.gc.ca>; ryan.wichers (SSC) <ryan.wichers@canada.ca>; Sanjay Vachali (PSPC) <Sanjay.Vachali@tpsgc-pwgsc.gc.ca>; Stephane McNicholl (NRCAN) <stephane.mcnicholl@canada.ca>; Stephanie Littlejohn CIC <Stephanie.Littlejohn@cic.gc.ca>; Susan Nadon <susan.nadon@canada.ca>; Tanya Guay (VAC) <tanya.guay@canada.ca>; Winnie Pang CWC <winnie.pang@cfc-swc.gc.ca>; Wladyslaw Kinastowsk (CRA) <Wladyslaw.Kinastowski@cra-arc.gc.ca>
Subject: Motion for the Production of Papers - COVID

[Please forward this message to your respective ADMs]

Good afternoon,

On October 26, the House of Commons adopted a motion ordering the production of documents related to the government's response to the COVID-19 Pandemic.
The Privy Council Office (PCO) will be coordinating this undertaking across government. Please disregard any previous taskings.
Guidance on translation, redactions and scoping will be provided by PCO as soon as possible.
In the meantime, we ask that all departments in possession of relevant documents do the following:

1. Identify all relevant documents
2. Do not alter the documents (keep them in their original form)
3. Do not convert the documents into another format (ie PDF)
4. Do not redact the documents
5. Do not translate the documents

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To compile the Government's response to the motion, we will use an eDiscovery document review platform called Ringtail to store all responsive documents, and to review and redact them. Two databases will be created – one rated for Secret documents, another for Protected B and unclassified documents. These databases will be housed in the Ringtail environments of the Department of Justice.

Ringtail has several analytics functions that will make document review and redaction more efficient and consistent:

- Identical documents can be identified: duplicates can be eliminated from review.
- Chains of emails can be identified and only those emails needed to provide all the content in the email chain need be reviewed.
- Documents are fully indexed and their content can be searched.
- Documents that are conceptually related can be clustered and tasked to the same reviewer.
- Workflows can direct documents to reviewers in structured assignments; progress on assignments can be monitored; when they have been reviewed, documents can be put into new workflows for quality control assessment.

The analytics functions of Ringtail require that we collect documents in their native format: their content and metadata should not be altered. This means that documents *should be left where they are.* They should not be moved from their current location until instructed to do so. Documents will be reviewed and redacted in Ringtail, so they should not be redacted before they are collected and sent to Justice.

We are asking you refrain from collecting documents at this time so that we can provide you and your IT staff with further guidance on how to do collection in a way that preserves the content and metadata of the documents. We will also provide guidance on how those who have responsive documents can preserve them until they are collected. Finally, we will provide direction on how to send your document collections to Justice for loading into Ringtail. In the meantime, we ask that you continue to identify the documents that you have in your possession that are responsive to the motion. Departments are responsible for coordinating this production of documents within their portfolio

As indicated in guidance provided on October 28, we ask that:

- For section (u), HC, PCO and PHAC identify all documents prepared between January 1, 2018 and October 26, 2020 inclusive concerning options, plans and preparations for the GPHIN.
- For section (v), all departments identify all communications made between the government and the WHO between January 1, 2018 and October 26, 2020 inclusive concerning options, plans and preparations for any future operation, or absence thereof, of the GPHIN.
- For sections (w) and (x), HC, PCO, and PHAC identify all documents prepared between March 19, 2020 and October 26, 2020 inclusive concerning:
  a) plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19; and
  b) plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields.
- For section (y), all departments identify all documents prepared up to October 26, 2020 inclusive relating to the COVID-19 Vaccine Task Force and its subcommittees.
- For section (z), all departments identify all documents prepared up to October 26, 2020 inclusive concerning the Government of Canada's COVID-19 vaccine distribution and monitoring strategy.

Please note that a conference call of Deputy Ministers will be held on Monday to continue discussions about this process.

If you have any questions, please contact: Jean Cintrat (jean.cintrat@pco-bcp.gc.ca) or Tamara Jeffrey (tamara.jeffrey@pco-bcp.gc.ca)

Text of the motion (parts related to the production of documents):

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(u) an order of the House do issue for all memoranda, emails, documents, notes or other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Safety and Emergency Preparedness, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning options, plans and preparations for the GPHIN since January 1, 2018;

(v) an order of the House do issue for a record of all communications between the government and the WHO in respect of options, plans or preparations for any future operation, or absence thereof, of the GPHIN, since January 1, 2018;

(w) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19, since March 19, 2020;

(x) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Prime Minister's Office, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada concerning plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields, since March 19, 2020;

(y) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the COVID-19 Vaccine Task Force and its subcommittees;

(z) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the Government of Canada's COVID-19 vaccine distribution and monitoring strategy, including, but not limited to anticipated timelines for the distribution of an approved COVID-19 vaccine across Canada and the prioritization of population groups for vaccination;

(aa) minutes of meetings of the cabinet and its committees be excluded from this order and all documents issued pursuant to this order (i) be organized by department and be provided to the Office of the Law Clerk and Parliamentary Counsel as soon as is practicable in light of the pandemic, but, in any event, not later than November 30, 2020, and, if this is not possible, the Clerk of the Privy Council may request an extension of no more than seven days, by writing a letter to the committee, (ii) be vetted for matters of personal privacy information and national security, and, with respect to paragraph (y) only, be additionally vetted for information the disclosure of which could reasonably be expected to interfere with contractual or other negotiations between the Government of Canada and a third party, by the Law Clerk and Parliamentary Counsel within seven days of the receipt of the documents, (iii) be laid upon the table by the Speaker, at the next earliest opportunity, once vetted, and permanently referred to the Standing Committee on Health; and

(bb) within seven days after all documents have been tabled pursuant to paragraph (aa), the Minister of Health, the Minister of Public Services and Procurement, the Minister of Public Safety and Emergency Preparedness, and the Minister of Innovation, Science and Industry be ordered to appear separately as witnesses before the Standing Committee on Health, for at least three hours each.

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Simmering, William

From: Wong-Fortin, Bonny
Sent: Tuesday, November 17, 2020 4:10 PM
To: COVID-19 Task Team | Équipe de travail sur la COVID-19 (PCO/BCP)
Subject: FW: Motion for the Production of Papers - Directions on Preservation and Collection of Documents
Attachments: Motion for the Production of Papers - COVID - Further Directions from Justice Canada on Preservation and Collection of Documents ; Preservation Protocol - Local and Shared Drives - Custodian (EN).docx; Preservation Protocol - Outlook - Custodian (EN).docx; Protocole de préservation - Disque Local et Réseau - Détenteur (FR).docx; Protocole de préservation - Outlook - Détenteurs (FR).docx

Attachments are duplicates

Follow Up Flag: Follow up
Flag Status: Completed

Further detail from L&HP, including step-by-step guidance as we prepare to upload our documents. There have been many questions as it relates to using Ringtail, I understand from Maia that we will be provided the name of an IT contact tomorrow.

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: Tuesday, November 17, 2020 1:43 PM
To: Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Shannon, Tara <Tara.Shannon@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>
Cc: Neilson, David <David.Neilson@pco-bcp.gc.ca>; Lefebvre, Robert <Robert.Lefebvre@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; Bisson, Melissa <Melissa.Bisson@pco-bcp.gc.ca>
Subject: Motion for the Production of Papers - Directions on Preservation and Collection of Documents

Good Afternoon,

Further to the guidance issued by the Department of Justice on November 10, 2020, I will be your point of contact as the Motion Coordinator for PCO for the October 26, 2020 House of Commons Motion to Provide Documents to the Standing Committee on Health (Covid-19 Pandemic).

To compile the Government's response to the motion, we will use an eDiscovery document review platform called Ringtail to store all responsive documents, and to review and redact them. Two databases will be created – one rated for Secret documents, another for Protected B and unclassified documents. These databases will be housed in the Ringtail environments of the Department of Justice.

Ringtail has several analytics functions that will make document review and redaction more efficient and consistent:

- Identical documents can be identified: duplicates can be eliminated from review.
- Chains of emails can be identified and only those emails needed to provide all the content in the email chain need be reviewed.

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- Documents are fully indexed and their content can be searched.
- Documents that are conceptually related can be clustered and tasked to the same reviewer.
- Workflows can direct documents to reviewers in structured assignments; progress on assignments can be monitored; when they have been reviewed, documents can be put into new workflows for quality control assessment.

The analytics functions of Ringtail require that we collect documents in their native format: their content and metadata should not be altered.

On November 13, PCO provided further guidance on scoping, interpretations of terms and the identification of sensitive information. We are now asking PCO branches to collect relevant records, in accordance with these guidelines, in preparation for uploading into Ringtail.

Individuals who have identified documents relevant to the Motion must read the following protocols for preserving the documents:

i. Preservation Protocols for Custodians - Microsoft Outlook
ii. Preservation Protocol for Custodians – Local and Shared Drive on a Network

PCO-IT has created four (4) folders on the shared network drive ("S" drive) for each branch to store Outlook data files (.pst) and Local Drive and Shared Drive documents. The four (4) folders are the following:

i. Outlook– Protected B, Protected A and Unclassified
ii. Outlook – Secret
iii. Documents– Protected B, Protected A and Unclassified
iv. Documents – Secret

Every individual in your branch who has relevant documents is asked to create a subfolder within each of the four (4) folders above, as required. Each subfolder must be named as follows: **Last Name, First Name**.

Please complete the work of collecting records as soon as possible. If individuals within your branch encounter difficulties unencrypting a document identified on a local drive or on the shared network drive, please do not hesitate to contact me by email (tamara.jeffrey@pco-bcp.gc.ca) or phone (613-314-0542).

Once the steps in the protocols for preserving Outlook data file (.pst) and documents on local and shared network drives have been completed please send an email to tamara.jeffrey@pco-bcp.gc.ca confirming completion. This will allow PCO-IT officials to complete the collection of documents.

Upon completion of the transmittal of the PCO holdings the Department of Justice, subject matter experts will be given access to Ringtail to review and highlight sensitive information contained in the Department's records. For the database of Protected B and unclassified documents, subject matter experts will be issued credentials and a Cryptocard to access the database remotely. The Secret database will only be accessible by visiting the Department of Justice offices.

To this end, we would ask that you identify subject matter experts within your branch who will require access to Ringtail and provide their names to me via email (tamara.jeffrey@pco-bcp.gc.ca) by noon on Thursday, November 19, 2020.

I understand that you may have additional questions regarding the preservation and collection of documents. I will provide further guidance as this project unfolds.

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Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

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Simmering, William

From: Cintrat, Jean
Sent: Tuesday, November 17, 2020 8:14 AM
To: Gray, Sarah; Jeffrey, Tamara; Lauzon, Adam; MacLean, Charles; Mendes, Annesha; Munim, Ata-UL; Nicholls, Melissa; Oda, Michael; Peppy, Shaun; Bédard, Rachelle; Trottier, Sarah; Tumber, Reema; Wittenburg, Shane; Soni, Shannon-Marie
Subject: FW: 26 Oct motion - COVID

fyi

From: Cintrat, Jean **s.15(1)**
Sent: Tuesday, November 17, 2020 7:34 AM
To: Bombardier, Manon (HC/SC) <manon.bombardier@canada.ca>; Kendal Weber <kendal.weber@canada.ca>; 'Prokipcak, Joseph (HC/SC)' <joseph.prokipcak@canada.ca>; Anna Romano (PHAC/ASPC) <anna.romano@canada.ca>; John Beaudoin <john.beaudoin@canada.ca>; 'James Stott' <James.Stott@tpsgc-pwgsc.gc.ca>; Ana Maia (IC) <ana.maia@canada.ca>; Genevieve Tremblay <genevieve.tremblay2@canada.ca>; Burnett, John <John.Burnett@nrc-cnrc.gc.ca>; 'Rancourt, Marie-Elise (FIN)' <marie-elise.rancourt@canada.ca>; Balite, Irene (FIN) <irene.balite@canada.ca>; 'Acton, Kelly' <Kelly.Acton@tbs-sct.gc.ca>; Louise Hayes (TBS) <louise.hayes@tbs-sct.gc.ca>; Emilie Anne Duval (TBS) <emilieanne.duval@tbs-sct.gc.ca>; [redacted] Ian Miller (DND) <ian.miller@forces.gc.ca>; Riley Hennessey (DND) <riley.hennessey@forces.gc.ca>; Jennifer.MacIntyre@international.gc.ca; Colleen Calvert (GAC) <colleen.calvert@international.gc.ca>
Cc: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Subject: 26 Oct motion - COVID

Good morning, earlier this month, you provided preliminary information on the approximate number of pages your organization would have to produce in response to the motion passed on October 26, 2020, by the House of Commons requesting records related to the government's response to the Coronavirus outbreak. We would now like to update this information and get a more accurate assessment of the number of pages in your holdings, as well as an estimate of costs to produce the records.

Based on the guidance issued to date concerning scoping and interpretation of terms, and using the table below, please update the volume of records your department or portfolio expects to produce along with estimates of the cost associated with the resources you are dedicating to this task, including any contracts entered into to support the work. Based on the number of pages requiring translation, PCO will generate an estimate of the cost for translation.

Scoping

- Provide final versions of documents only (exclude draft documents, exclude final drafts not submitted to their intended recipient(s))
- Provide e-mails sent or received by executives (director and above)
- Exclude minutes of meetings of the Cabinet and its committees.
- Exclude documents that are in the public domain, including media reports/summaries
- Where Offices of Ministers are referenced in the motion, they will be responsible for collecting relevant records in their possession
- Exclude Confidential Business Information

Interpretation of terms

- "All documentation" is interpreted broadly to include QP notes, decks, placemats, etc.

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- With respect to part (w), "approvals" is not interpreted to include regulatory submissions provided by manufacturers
- With respect to parts (w) and (x), "purchasing" is interpreted to include actions leading up to and including the act of purchasing the items in question, but not the downstream activities that follow the payment (e.g., distribution, allocation, shipment, and storage)
- "Records from" is interpreted to denote records in the possession of government institutions

When no scoping or interpretation of terms has been provided, please interpret the terms of the motion broadly.

Please provide the completed table to me and Tamara Jeffrey (Tamara.Jeffrey@pco-bcp.gc.ca) by 10:00 a.m. on Thursday, November 19, 2020.

Name of Department/Portfolio:

_____

Approximate number of pages (providing a range is fine)	
Approximate number of pages requiring translation	
Approximate number of FTEs within your department/portfolio working on this undertaking and associated cost in terms of salary dollars	
Number of contracts entered into to support the work. Please indicate the type of contract and contract value	
Other direct or indirect costs associated with responding to the motion	

Bonjour,

Plus tôt ce mois-ci, vous avez fourni des informations préliminaires sur le nombre approximatif de pages que votre organisation devrait produire en réponse à la motion du 26 octobre dernier que la Chambre des communes a adopté ordonnant la production de documents relatifs à la réponse du gouvernement à la pandémie du coronavirus. Nous souhaitons maintenant mettre à jour ces informations et obtenir une évaluation plus précise du nombre de pages dans vos dossiers en plus d'obtenir une estimation des coûts.

Sur la base des directives publiées à ce jour concernant les délimitations et l'interprétation des termes, et en utilisant le tableau ci-dessous, veuillez mettre à jour le volume de documents que votre ministère ou portefeuille s'attend à produire ainsi que les estimations des coûts associés aux ressources que vous y consacrez, y compris tous les contrats conclus pour soutenir les travaux. En fonction du nombre de pages à traduire, le BCP produira une estimation du coût de la traduction.

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Délimitations

- fournir uniquement les versions finales des documents (exclure les ébauches ainsi que les ébauches finales non soumis à leur(s) destinataire (s))
- fournir les courriels envoyés ou reçus par les cadres (directeurs et supérieurs)
- exclure les procès-verbaux des réunions du Cabinet et de ses comités.
- exclure les documents qui sont du domaine public, y compris les rapports / sommaires médiatiques
- lorsque des cabinets de ministres sont mentionnés dans la motion, ils seront responsables de la collecte des documents pertinents en leur possession.

Interprétation des termes

- Les termes « Tous les documents » doivent être interprétés au sens large pour inclure les notes de période des questions, les présentations, les tableaux de bord, etc.
- En ce qui concerne la partie (w), le terme «approbations» est interprété de manière à ne pas inclure les soumissions réglementaires fournies par les fabricants.
- En ce qui concerne les parties (w) et (x), «achat» est interprété comme incluant les actions conduisant à l'achat des articles en question, mais pas les activités en aval du paiement (par exemple, distribution, allocation , expédition et stockage).
- En ce qui concerne les parties (u), (w) et (x), le terme « autres dossiers » est interprété de manière à désigner les documents en possession d'institutions gouvernementales.

Lorsqu'aucune délimitations ou interprétation des termes n'a été fournie, veuillez interpréter les termes de la motion au sens large.

Veuillez me fournir ainsi qu'à Tamara Jeffrey (Tamara.Jeffrey@pco-bcp.gc.ca) le tableau dûment rempli d'ici 10h00 le jeudi 19 novembre 2020.

Nom du ministère/portefeuille :

_____

Nombre approximatif de pages (une gamme serait aussi acceptable)	
Nombre approximatif de pages à être traduit	
Nombre approximatif d'ETP au sein de votre ministère/portefeuille travaillant à cette initiative et les coûts salariaux qui en découlent	
Nombre de contrats conclus pour soutenir les travaux. Veuillez indiquer le type de contrat et la valeur du contrat	
Autres coûts directs ou indirects associés à la réponse à la motion	

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Simmering, William

From: Cintrat, Jean
Sent: Wednesday, November 18, 2020 5:30 PM
To: Neilson, David
Subject: FW: 26 Oct motion guidance / directives
Attachments: Nov 13 tasking COVID PRÉLIMINAIRE FR.docx; Tasking COVID Nov 13 EN PRELIMINARY.docx

Attachment is duplicate

From: Cintrat, Jean **s.15(1)**
Sent: Wednesday, November 18, 2020 4:58 PM
To: Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; [redacted] Bombardier, Manon (HC/SC) <manon.bombardier@canada.ca>; Annik Larocque (ESDC) <annik.larocque@hrsdc-rhdcc.gc.ca>; Cal Piché <Cal.Piche@cic.gc.ca>; Chad Mariage (ISED) <chad.mariage@canada.ca>; Colleen Calvert (GAC) <colleen.calvert@international.gc.ca>; Corinne Boucher (SW) <corinne.boucher@cfc-swc.gc.ca>; Corri Barr (PSPC) <corri.barr@tpsgc-pwgsc.gc.ca>; Danica Vaillancourt (NRCAN) <danica.vaillancourt@canada.ca>; Etienne Caouette-Fraser (CMHC) <ecaouett@cmhc-schl.gc.ca>; Francois Masse (ISC) <francois.masse@canada.ca>; Ian Miller (DND) <ian.miller@forces.gc.ca>; Irene Balite (FIN) <irene.balite@canada.ca>; Iwan chan (ECCC) <iwan.chan@canada.ca>; Jacques Dufort (VAC) <Jacques.Dufort@canada.ca>; Janhabi Nandy (TBS) <janhabi.nandy@tbs-sct.gc.ca>; Jennifer Cleary (VAC) <jennifer.cleary@canada.ca>; Jennifer Mooney (DFO) <jennifer.mooney@dfo-mpo.gc.ca>; Jenny Ratansi-Rodrigues (PCH) <jenny.ratansi-rodrigues@canada.ca>; Jessica Kerr (ESDC) <jessica.kerr@hrsdc-rhdcc.gc.ca>; Jimmy M. Brrackenridge (TC) <jimmy.brackenridge@tc.gc.ca>; Joe Prokipcak (Health Canada) <joseph.prokipcak@canada.ca>; Karl El-Koura (INFC) <karl.elkoura@canada.ca>; katherine.macdonald (AAFC) <katherine.macdonald2@canada.ca>; Laura Corkill (PSPC) <laura.corkill@tpsgc-pwgsc.gc.ca>; Lisa Smylie (SW) <lisa.smylie@cfc-swc.gc.ca>; Lorraine McKenzie Presley (PS) <lorraine.mckenziepresley@canada.ca>; Lorraine Redekop (CRA) <lorraine.redekop@cra-arc.gc.ca>; Louise Hayes (TBS) <louise.hayes@tbs-sct.gc.ca>; Marc Vallières (PS) <marc.vallieres@canada.ca>; Martin Jourdenais (PCH) <martin.jourdenais@canada.ca>; Megan Weekes (DND) <megan.weekes@forces.gc.ca>; Melissa Devlin-Coull (INFC) <melissa.devlin-coull@canada.ca>; Michael Berg (GAC) <michael.berg@international.gc.ca>; Micheline Joanisse (NRCAN) <micheline.joanisse@canada.ca>; Monique Bevan SCC <monique.bevan@canada.ca>; Pamela Carstens (SSC) <pamela.carstens@canada.ca>; Paul comeau (ECCC) <paul.comeau@canada.ca>; Rebecca Barnes (GAC) <rebecca.barnes@international.gc.ca>; Riley Hennessey (DND) <riley.hennessey@forces.gc.ca>; Rima Hamoui (DFO) <rima.hamoui@dfo-mpo.gc.ca>; Sally Thorpe (INAC) <sally.thorpe@canada.ca>; Simon Cardinal (IRCC) <simon.cardinal@cic.gc.ca>; Sophie Bédard (AAFC) <sophie.bedard@canada.ca>; Stephanie Littlejohn IRCC <stephanie.littlejohn@cic.ca>; Tara Hall (CRA) <tara.hall@cra-arc.gc.ca>; Tiffany Caron (SSC) <Tiffany.Caron@canada.ca>; Timothea Gibb (INAC / ISC) <timothea.gibb@canada.ca>; Yanike Legault (JUS) <yanike.legault@justice.gc.ca>; Zachary Healy (JUS) <zachary.healy@justice.gc.ca>; Ana Maia (IC) <ana.maia@canada.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Gaetan Champagne <gaetan.champagne@canada.ca>; Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-bcp.gc.ca>; Anna Romano (PHAC/ASPC) <anna.romano@canada.ca>; Munim, Ata-UL <Ata-UL.Munim@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Genevieve Tremblay <genevieve.tremblay2@canada.ca>; Isabelle Faustin <isabelle.faustin@canada.ca>; James Scott <James.Stott@pwgsc-tpsgc.gc.ca>; John Beaudoin <john.beaudoin@canada.ca>; Kendal Weber <kendal.weber@canada.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Martine Pelletier <martine.pelletier@hrsdc-rhdcc.gc.ca'>; Peppy, Shaun <Shaun.Peppy@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Eid, Elisabeth <Elisabeth.Eid@justice.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; jill.wherrett@canada.ca; 'Gibb, Timothea (AADNC/AANDC)' <timothea.gibb@canada.ca>

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Cc: Stringham, James <James.Stringham@justice.gc.ca>; Burnett, John <John.Burnett@nrc-cnrc.gc.ca>; Adriana Simedrea (TC) <adriana.simedrea@tc.gc.ca>; Amelie Gelinas (PCH) <amelie.gelinas@canada.ca>; Andrea King INFC <andrea.king@canada.ca>; Annick Hector (ESDC) <annick.hector@hrsdc-rhdcc.gc.ca>; Benjamin Woodman (PSCP) <benjamin.woodman@tpsgc-pwgsc.gc.ca>; Bryan Kirk (ESDC) <bryan.kirk@hrsdc-rhdcc.gc.ca>; Catherine Morin (PCH) <catherine.morin@canada.ca>; Charles Choi VAC <Charles.choi2@canada.ca>; christian.vezeau@canada.ca; Claudine Bouvier(PSPC) <claudine.bouvier@tpsgc-pwgsc.gc.ca>; Dana Robinson <dana.robinson@tbs-sct.gc.ca>; Daniela Bolivar (INFC) <danelia.bolivar@canada.ca>; dyanna legare VAC <dyanna.legare@canada.ca>; Emilie Anne Duval (TBS) <emilieanne.duval@tbs-sct.gc.ca>; Francois Harvey (FIN) <francois.harvey@canada.ca>; Helga El-Zein (CRA) <Helga.El-Zein@cra-arc.gc.ca>; Isabelle LaFrenière (JUS) <isabelle.lafreniere@justice.gc.ca>; Jason Marshall (VAC) <jason.marshall@canada.ca>; Joanne Contant (AAFC) <joanne.contant@canada.ca>; Jordan Cicalo (HC) <jordan.cicalo@canada.ca>; Julie Samson (ESDC) <julie.samson@hrsdc-rhdcc.gc.ca>; Laura Braun (PS) <laura.braun@canada.ca>; Marc Langis (PCH) <marc.langis@canada.ca>; Mark Power (JUS) <mark.power@justice.gc.ca>; Michael Ricco (ISED) <michael.ricco@canada.ca>; Nastassia Mahdi (INFC) <nastassia.mahdi@canada.ca>; Baker, Nicole <Nicole.Baker@pco-bcp.gc.ca>; Peter Ferguson (DFO) <Peter.Ferguson@dfo-mpo.gc.ca>; Bédard, Rachelle <Rachelle.Bedard@pco-bcp.gc.ca>; Ramzi Yonis (DFO) <ramzi.yonis@dfo-mpo.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Rossano Bernardi (CRA) <Rossano.Bernardi@cra-arc.gc.ca>; ryan.wichers (SSC) <ryan.wichers@canada.ca>; Sanjay Vachali (PSPC) <Sanjay.Vachali@tpsgc-pwgsc.gc.ca>; Stephane McNicholl (NRCAN) <stephane.mcnicholl@canada.ca>; Stephanie Littlejohn CIC <Stephanie.Littlejohn@cic.gc.ca>; Susan Nadon <susan.nadon@canada.ca>; Tanya Guay (VAC) <tanya.guay@canada.ca>; Winnie Pang CWC <winnie.pang@cfc-swc.gc.ca>; Wladyslaw Kinastowsk (CRA) <Wladyslaw.Kinastowski@cra-arc.gc.ca>
Subject: RE: 26 Oct motion guidance / directives

Good afternoon, this guidance is confirmed. As noted, more guidance will be provided later as required. Please continue to provide your records to the Department of Justice for uploading into Ringtail.
Thank you

Bonjour, nous confirmons ces directives. Tel qu'indiqué, d'autres directives seront fournies plus tard au besoin. Veuillez continuer à fournir vos documents au ministère de la Justice pour les télécharger dans Ringtail.
Merci

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca> **s.15(1)**
Sent: Friday, November 13, 2020 3:42 PM
To: Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; [redacted]Bombardier, Manon (HC/SC) <manon.bombardier@canada.ca>; Annik Larocque (ESDC) <annik.larocque@hrsdc-rhdcc.gc.ca>; Cal Piché <Cal.Piche@cic.gc.ca>; Chad Mariage (ISED) <chad.mariage@canada.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Colleen Calvert (GAC) <colleen.calvert@international.gc.ca>; Corinne Boucher (SW) <corinne.boucher@cfc-swc.gc.ca>; Corri Barr (PSPC) <corri.barr@tpsgc-pwgsc.gc.ca>; Danica Vaillancourt (NRCAN) <danica.vaillancourt@canada.ca>; Etienne Caouette-Fraser (CMHC) <ecaouett@cmhc-schl.gc.ca>; Francois Masse (ISC) <francois.masse@canada.ca>; Ian Miller (DND) <ian.miller@forces.gc.ca>; Irene Balite (FIN) <irene.balite@canada.ca>; Iwan chan (ECCC) <iwan.chan@canada.ca>; Jacques Dufort (VAC) <Jacques.Dufort@canada.ca>; Janhabi Nandy (TBS) <janhabi.nandy@tbs-sct.gc.ca>; Jennifer Cleary (VAC) <jennifer.cleary@canada.ca>; Jennifer Mooney (DFO) <jennifer.mooney@dfo-mpo.gc.ca>; Jenny Ratansi-Rodrigues (PCH) <jenny.ratansi-rodrigues@canada.ca>; Jessica Kerr (ESDC) <jessica.kerr@hrsdc-rhdcc.gc.ca>; Jimmy M. Brrackenridge (TC) <jimmy.brackenridge@tc.gc.ca>; Joe Prokipcak (Health Canada) <joseph.prokipcak@canada.ca>; Karl El-Koura (INFC) <karl.elkoura@canada.ca>; katherine.macdonald (AAFC) <katherine.macdonald2@canada.ca>; Laura Corkill (PSPC) <laura.corkill@tpsgc-pwgsc.gc.ca>; Lisa Smylie (SW) <lisa.smylie@cfc-swc.gc.ca>; Lorraine McKenzie Presley (PS) <lorraine.mckenziepresley@canada.ca>; Lorraine Redekop (CRA) <lorraine.redekop@cra-arc.gc.ca>; Louise Hayes (TBS) <louise.hayes@tbs-sct.gc.ca>; Marc Vallières (PS) <marc.vallieres@canada.ca>; Martin Jourdenais (PCH) <martin.jourdenais@canada.ca>; Megan Weekes (DND) <megan.weekes@forces.gc.ca>; Melissa Devlin-Coull (INFC) <melissa.devlin-coull@canada.ca>; Michael Berg (GAC)

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Subject: 26 Oct motion guidance / directives

Good afternoon,
Please find attached preliminary guidance concerning the motion adopted by the House of Commons on October 26. Confirmation of the guidance will be provided on Monday.

Bonjour,
Veuillez trouver ci-joint des directives préliminaires concernant la motion adoptée par la Chambre des communes le 26 octobre. Nous confirmerons ces directives lundi.

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Simmering, William

From: Sandberg , Tanya
Sent: Wednesday, November 18, 2020 5:44 PM
To: Neilson, David
Subject: FW: 26 Oct motion guidance / directives
Attachments: Nov 13 tasking COVID PRÉLIMINAIRE FR.docx; Tasking COVID Nov 13 EN PRELIMINARY.docx **Attachment is duplicate**

I assume you are engaged on this and get his emails?

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca> **s.15(1)**
Sent: Wednesday, November 18, 2020 4:58 PM
To: Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; [redacted]Bombardier, Manon (HC/SC) <manon.bombardier@canada.ca>; Annik Larocque (ESDC) <annik.larocque@hrsdc-rhdcc.gc.ca>; Cal Piché <Cal.Piche@cic.gc.ca>; Chad Mariage (ISED) <chad.mariage@canada.ca>; Colleen Calvert (GAC) <colleen.calvert@international.gc.ca>; Corinne Boucher (SW) <corinne.boucher@cfc-swc.gc.ca>; Corri Barr (PSPC) <corri.barr@tpsgc-pwgsc.gc.ca>; Danica Vaillancourt (NRCAN) <danica.vaillancourt@canada.ca>; Etienne Caouette-Fraser (CMHC) <ecaouett@cmhc-schl.gc.ca>; Francois Masse (ISC) <francois.masse@canada.ca>; Ian Miller (DND) <ian.miller@forces.gc.ca>; Irene Balite (FIN) <irene.balite@canada.ca>; Iwan chan (ECCC) <iwan.chan@canada.ca>; Jacques Dufort (VAC) <Jacques.Dufort@canada.ca>; Janhabi Nandy (TBS) <janhabi.nandy@tbs-sct.gc.ca>; Jennifer Cleary (VAC) <jennifer.cleary@canada.ca>; Jennifer Mooney (DFO) <jennifer.mooney@dfo-mpo.gc.ca>; Jenny Ratansi-Rodrigues (PCH) <jenny.ratansi-rodrigues@canada.ca>; Jessica Kerr (ESDC) <jessica.kerr@hrsdc-rhdcc.gc.ca>; Jimmy M. Brrackenridge (TC) <jimmy.brackenridge@tc.gc.ca>; Joe Prokipcak (Health Canada) <joseph.prokipcak@canada.ca>; Karl El-Koura (INFC) <karl.elkoura@canada.ca>; katherine.macdonald (AAFC) <katherine.macdonald2@canada.ca>; Laura Corkill (PSPC) <laura.corkill@tpsgc-pwgsc.gc.ca>; Lisa Smylie (SW) <lisa.smylie@cfc-swc.gc.ca>; Lorraine McKenzie Presley (PS) <lorraine.mckenziepresley@canada.ca>; Lorraine Redekop (CRA) <lorraine.redekop@cra-arc.gc.ca>; Louise Hayes (TBS) <louise.hayes@tbs-sct.gc.ca>; Marc Vallières (PS) <marc.vallieres@canada.ca>; Martin Jourdenais (PCH) <martin.jourdenais@canada.ca>; Megan Weekes (DND) <megan.weekes@forces.gc.ca>; Melissa Devlin-Coull (INFC) <melissa.devlin-coull@canada.ca>; Michael Berg (GAC) <michael.berg@international.gc.ca>; Micheline Joanisse (NRCAN) <micheline.joanisse@canada.ca>; Monique Bevan SCC <monique.bevan@canada.ca>; Pamela Carstens (SSC) <pamela.carstens@canada.ca>; Paul comeau (ECCC) <paul.comeau@canada.ca>; Rebecca Barnes (GAC) <rebecca.barnes@international.gc.ca>; Riley Hennessey (DND) <riley.hennessey@forces.gc.ca>; Rima Hamoui (DFO) <rima.hamoui@dfo-mpo.gc.ca>; Sally Thorpe (INAC) <sally.thorpe@canada.ca>; Simon Cardinal (IRCC) <simon.cardinal@cic.gc.ca>; Sophie Bédard (AAFC) <sophie.bedard@canada.ca>; Stephanie Littlejohn IRCC <stephanie.littlejohn@cic.ca>; Tara Hall (CRA) <tara.hall@cra-arc.gc.ca>; Tiffany Caron (SSC) <Tiffany.Caron@canada.ca>; Timothea Gibb (INAC / ISC) <timothea.gibb@canada.ca>; Yanike Legault (JUS) <yanike.legault@justice.gc.ca>; Zachary Healy (JUS) <zachary.healy@justice.gc.ca>; Ana Maia (IC) <ana.maia@canada.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Gaetan Champagne <gaetan.champagne@canada.ca>; Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-bcp.gc.ca>; Anna Romano (PHAC/ASPC) <anna.romano@canada.ca>; Munim, Ata-UL <Ata-UL.Munim@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Genevieve Tremblay <genevieve.tremblay2@canada.ca>; Isabelle Faustin <isabelle.faustin@canada.ca>; James Scott <James.Stott@pwgsc-tpsgc.gc.ca>; John Beaudoin <john.beaudoin@canada.ca>; Kendal Weber <kendal.weber@canada.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Martine Pelletier <martine.pelletier@hrsdc-rhdcc.gc.ca'>; Peppy, Shaun <Shaun.Peppy@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Eid, Elisabeth <Elisabeth.Eid@justice.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; jill.wherrett@canada.ca; Gibb, Timothea (AADNC/AANDC) <timothea.gibb@canada.ca>

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Subject: RE: 26 Oct motion guidance / directives

Good afternoon, this guidance is confirmed. As noted, more guidance will be provided later as required. Please continue to provide your records to the Department of Justice for uploading into Ringtail.
Thank you

Bonjour, nous confirmons ces directives. Tel qu'indiqué, d'autres directives seront fournies plus tard au besoin. Veuillez continuer à fournir vos documents au ministère de la Justice pour les télécharger dans Ringtail.
Merci

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca> **s.15(1)**
Sent: Friday, November 13, 2020 3:42 PM
To: Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; [redacted] Bombardier, Manon (HC/SC) <manon.bombardier@canada.ca>; Annik Larocque (ESDC) <annik.larocque@hrsdc-rhdcc.gc.ca>; Cal Piché <Cal.Piche@cic.gc.ca>; Chad Mariage (ISED) <chad.mariage@canada.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Colleen Calvert (GAC) <colleen.calvert@international.gc.ca>; Corinne Boucher (SW) <corinne.boucher@cfc-swc.gc.ca>; Corri Barr (PSPC) <corri.barr@tpsgc-pwgsc.gc.ca>; Danica Vaillancourt (NRCAN) <danica.vaillancourt@canada.ca>; Etienne Caouette-Fraser (CMHC) <ecaouett@cmhc-schl.gc.ca>; Francois Masse (ISC) <francois.masse@canada.ca>; Ian Miller (DND) <ian.miller@forces.gc.ca>; Irene Balite (FIN) <irene.balite@canada.ca>; Iwan chan (ECCC) <iwan.chan@canada.ca>; Jacques Dufort (VAC) <Jacques.Dufort@canada.ca>; Janhabi Nandy (TBS) <janhabi.nandy@tbs-sct.gc.ca>; Jennifer Cleary (VAC) <jennifer.cleary@canada.ca>; Jennifer Mooney (DFO) <jennifer.mooney@dfo-mpo.gc.ca>; Jenny Ratansi-Rodrigues (PCH) <jenny.ratansi-rodrigues@canada.ca>; Jessica Kerr (ESDC) <jessica.kerr@hrsdc-rhdcc.gc.ca>; Jimmy M. Brrackenridge (TC) <jimmy.brackenridge@tc.gc.ca>; Joe Prokipcak (Health Canada) <joseph.prokipcak@canada.ca>; Karl El-Koura (INFC) <karl.elkoura@canada.ca>; katherine.macdonald (AAFC) <katherine.macdonald2@canada.ca>; Laura Corkill (PSPC) <laura.corkill@tpsgc-pwgsc.gc.ca>; Lisa Smylie (SW) <lisa.smylie@cfc-swc.gc.ca>; Lorraine McKenzie Presley (PS) <lorraine.mckenziepresley@canada.ca>; Lorraine Redekop (CRA) <lorraine.redekop@cra-arc.gc.ca>; Louise Hayes (TBS) <louise.hayes@tbs-sct.gc.ca>; Marc Vallières (PS) <marc.vallieres@canada.ca>; Martin Jourdenais (PCH) <martin.jourdenais@canada.ca>; Megan Weekes (DND) <megan.weekes@forces.gc.ca>; Melissa Devlin-Coull (INFC) <melissa.devlin-coull@canada.ca>; Michael Berg (GAC)

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Subject: 26 Oct motion guidance / directives

Good afternoon,
Please find attached preliminary guidance concerning the motion adopted by the House of Commons on October 26. Confirmation of the guidance will be provided on Monday.

Bonjour,
Veuillez trouver ci-joint des directives préliminaires concernant la motion adoptée par la Chambre des communes le 26 octobre. Nous confirmerons ces directives lundi.

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Simmering, William

From: Chretien, Kimberley
Sent: Thursday, November 19, 2020 10:59 AM
To: Mondou, Isabelle
Cc: Labelle, Nadine
Subject: FW: 26 Oct motion guidance / directives
Attachments: Nov 13 tasking COVID PRÉLIMINAIRE FR.docx; Tasking COVID Nov 13 EN PRELIMINARY.docx

For us to discuss.

-Kim

s.15(1)

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Wednesday, November 18, 2020 4:58 PM
To: Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; [redacted]Bombardier, Manon (HC/SC) <manon.bombardier@canada.ca>; Annik Larocque (ESDC) <annik.larocque@hrsdc-rhdcc.gc.ca>; Cal Piché <Cal.Piche@cic.gc.ca>; Chad Mariage (ISED) <chad.mariage@canada.ca>; Colleen Calvert (GAC) <colleen.calvert@international.gc.ca>; Corinne Boucher (SW) <corinne.boucher@cfc-swc.gc.ca>; Corri Barr (PSPC) <corri.barr@tpsgc-pwgsc.gc.ca>; Danica Vaillancourt (NRCAN) <danica.vaillancourt@canada.ca>; Etienne Caouette-Fraser (CMHC) <ecaouett@cmhc-schl.gc.ca>; Francois Masse (ISC) <francois.masse@canada.ca>; Ian Miller (DND) <ian.miller@forces.gc.ca>; Irene Balite (FIN) <irene.balite@canada.ca>; Iwan chan (ECCC) <iwan.chan@canada.ca>; Jacques Dufort (VAC) <Jacques.Dufort@canada.ca>; Janhabi Nandy (TBS) <janhabi.nandy@tbs-sct.gc.ca>; Jennifer Cleary (VAC) <jennifer.cleary@canada.ca>; Jennifer Mooney (DFO) <jennifer.mooney@dfo-mpo.gc.ca>; Jenny Ratansi-Rodrigues (PCH) <jenny.ratansi-rodrigues@canada.ca>; Jessica Kerr (ESDC) <jessica.kerr@hrsdc-rhdcc.gc.ca>; Jimmy M. Brrackenridge (TC) <jimmy.brackenridge@tc.gc.ca>; Joe Prokipcak (Health Canada) <joseph.prokipcak@canada.ca>; Karl El-Koura (INFC) <karl.elkoura@canada.ca>; katherine.macdonald (AAFC) <katherine.macdonald2@canada.ca>; Laura Corkill (PSPC) <laura.corkill@tpsgc-pwgsc.gc.ca>; Lisa Smylie (SW) <lisa.smylie@cfc-swc.gc.ca>; Lorraine McKenzie Presley (PS) <lorraine.mckenziepresley@canada.ca>; Lorraine Redekop (CRA) <lorraine.redekop@cra-arc.gc.ca>; Louise Hayes (TBS) <louise.hayes@tbs-sct.gc.ca>; Marc Vallières (PS) <marc.vallieres@canada.ca>; Martin Jourdenais (PCH) <martin.jourdenais@canada.ca>; Megan Weekes (DND) <megan.weekes@forces.gc.ca>; Melissa Devlin-Coull (INFC) <melissa.devlin-coull@canada.ca>; Michael Berg (GAC) <michael.berg@international.gc.ca>; Micheline Joanisse (NRCAN) <micheline.joanisse@canada.ca>; Monique Bevan SCC <monique.bevan@canada.ca>; Pamela Carstens (SSC) <pamela.carstens@canada.ca>; Paul comeau (ECCC) <paul.comeau@canada.ca>; Rebecca Barnes (GAC) <rebecca.barnes@international.gc.ca>; Riley Hennessey (DND) <riley.hennessey@forces.gc.ca>; Rima Hamoui (DFO) <rima.hamoui@dfo-mpo.gc.ca>; Sally Thorpe (INAC) <sally.thorpe@canada.ca>; Simon Cardinal (IRCC) <simon.cardinal@cic.gc.ca>; Sophie Bédard (AAFC) <sophie.bedard@canada.ca>; Stephanie Littlejohn IRCC <stephanie.littlejohn@cic.ca>; Tara Hall (CRA) <tara.hall@cra-arc.gc.ca>; Tiffany Caron (SSC) <Tiffany.Caron@canada.ca>; Timothea Gibb (INAC / ISC) <timothea.gibb@canada.ca>; Yanike Legault (JUS) <yanike.legault@justice.gc.ca>; Zachary Healy (JUS) <zachary.healy@justice.gc.ca>; Ana Maia (IC) <ana.maia@canada.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Gaetan Champagne <gaetan.champagne@canada.ca>; Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-bcp.gc.ca>; Anna Romano (PHAC/ASPC) <anna.romano@canada.ca>; Munim, Ata-UL <Ata-UL.Munim@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Genevieve Tremblay <genevieve.tremblay2@canada.ca>; Isabelle Faustin <isabelle.faustin@canada.ca>; James Scott <James.Stott@pwgsc-tpsgc.gc.ca>; John Beaudoin <john.beaudoin@canada.ca>; Kendal Weber <kendal.weber@canada.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Martine Pelletier <martine.pelletier@hrsdc-rhdcc.gc.ca'>; Peppy, Shaun

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Subject: RE: 26 Oct motion guidance / directives

Good afternoon, this guidance is confirmed. As noted, more guidance will be provided later as required. Please continue to provide your records to the Department of Justice for uploading into Ringtail.
Thank you

Bonjour, nous confirmons ces directives. Tel qu'indiqué, d'autres directives seront fournies plus tard au besoin. Veuillez continuer à fournir vos documents au ministère de la Justice pour les télécharger dans Ringtail.
Merci

s.15(1)

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Friday, November 13, 2020 3:42 PM
To: Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; [redacted]Bombardier, Manon (HC/SC) <manon.bombardier@canada.ca>; Annik Larocque (ESDC) <annik.larocque@hrsdc-rhdcc.gc.ca>; Cal Piché <Cal.Piche@cic.gc.ca>; Chad Mariage (ISED) <chad.mariage@canada.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Colleen Calvert (GAC) <colleen.calvert@international.gc.ca>; Corinne Boucher (SW) <corinne.boucher@cfc-swc.gc.ca>; Corri Barr (PSPC) <corri.barr@tpsgc-pwgsc.gc.ca>; Danica Vaillancourt (NRCAN) <danica.vaillancourt@canada.ca>; Etienne Caouette-Fraser (CMHC) <ecaouett@cmhc-schl.gc.ca>; Francois Masse (ISC) <francois.masse@canada.ca>; Ian Miller (DND) <ian.miller@forces.gc.ca>; Irene Balite (FIN) <irene.balite@canada.ca>; Iwan chan (ECCC) <iwan.chan@canada.ca>; Jacques Dufort (VAC) <Jacques.Dufort@canada.ca>; Janhabi Nandy (TBS) <janhabi.nandy@tbs-sct.gc.ca>; Jennifer Cleary (VAC) <jennifer.cleary@canada.ca>; Jennifer Mooney (DFO) <jennifer.mooney@dfo-mpo.gc.ca>; Jenny Ratansi-Rodrigues (PCH) <jenny.ratansi-rodrigues@canada.ca>; Jessica Kerr (ESDC) <jessica.kerr@hrsdc-rhdcc.gc.ca>; Jimmy M. Brrackenridge (TC) <jimmy.brackenridge@tc.gc.ca>; Joe Prokipcak (Health Canada) <joseph.prokipcak@canada.ca>; Karl El-Koura (INFC) <karl.elkoura@canada.ca>; katherine.macdonald (AAFC) <katherine.macdonald2@canada.ca>; Laura Corkill (PSPC) <laura.corkill@tpsgc-pwgsc.gc.ca>; Lisa Smylie (SW) <lisa.smylie@cfc-swc.gc.ca>; Lorraine McKenzie Presley (PS) <lorraine.mckenziepresley@canada.ca>; Lorraine Redekop

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Subject: 26 Oct motion guidance / directives

Good afternoon,
Please find attached preliminary guidance concerning the motion adopted by the House of Commons on October 26. Confirmation of the guidance will be provided on Monday.

Bonjour,
Veuillez trouver ci-joint des directives préliminaires concernant la motion adoptée par la Chambre des communes le 26 octobre. Nous confirmerons ces directives lundi.

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On October 26, the House of Commons adopted a motion ordering the production of documents related to the government's response to the COVID-19 Pandemic.

The overarching goal in this exercise is to provide as much relevant information as possible to Parliament while preserving the government's long standing position that there are several important principles underlying Canada's constitutional framework governing the disclosure of information, which must be respected and balanced. Within the current context, these include:

- the rule of law—the Government and its officials must adhere to the law, including the laws enacted by Parliament as well as long-established common-law rules and protections;
- parliamentary sovereignty—Parliament's legislative intention is expressed through Acts of Parliament, including various statutory provisions barring the disclosure of certain protected information;
- parliamentary privilege—the Houses of Parliament enjoy certain privileges, powers and immunities which are essential to the dignity and effective functioning of those Houses;
- the separation of powers— it is fundamental that the executive, the legislative and judicial branches of government each respect the proper roles of the others; that no one of them overstep its bounds, and that each show proper deference for the legitimate sphere of activity of the others; and
- responsible government—in our parliamentary system of government, Ministers of the Crown, not departmental officials, are ultimately accountable to the elected House.

To this end, further to the guidance issued on October 28, 2020 and November 6, 2020, all departments in possession of relevant documents must continue to do the following:

1. Identify all relevant documents
2. Do not alter the documents (keep them in their original form)
3. Do not convert the documents into another format (ie PDF)
4. Do not redact the documents
5. Do not translate the documents

In addition, departments are now asked to provide their records to the Department of Justice for uploading into Ringtail (please follow guidance provided by the Department of Justice on November 10), except for confidential business information.

As per our November 6 e-mail, we are now providing further guidance on scoping, interpretations of terms and the identification of sensitive information and ask that you please apply the following parameters:

Scoping

- Provide final versions of documents only (exclude draft documents, exclude final drafts not submitted to their intended recipient(s))
- Provide e-mails sent or received by executives (director and above)
- Exclude minutes of meetings of the Cabinet and its committees. All other documents subject to Cabinet confidence will be highlighted, as per instructions below.

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- Exclude documents that are in the public domain, including media reports/summaries
- Where Offices of Ministers are referenced in the motion, they will be responsible for collecting relevant records in their possession

Note: Confidential Business Information

Confidential Business Information (CBI) **is excluded at this time** from collection and transfer to Justice for placement in Ringtail. CBI is confidential information whose disclosure could result in significant financial loss for a business or economic gain for a competitor.[1] This information is frequently subject to contractual confidentiality obligations, including those of a non-disclosure agreement. These obligations generally limit the handling of such information to "authorized users" and prohibit disclosure to others. Exceptions to the general prohibition on disclosure are narrowly construed and may for example include disclosure with the contractor's written consent. Moreover, the terms of these contracts respecting confidentiality can vary.

Further analysis is required to determine how the Government can respect its confidentiality obligations while being responsive to the Order. Additional guidance with respect to CBI will be provided. Organizations with CBI can still proceed to identify and leave the information where it is currently stored. These tasks should be conducted by authorized persons.

This is initial guidance regarding scoping. We understand that departments have additional questions for which we will provide further guidance, including with respect to documents that have been scoped out.

Interpretation of terms

- "All documentation" is interpreted broadly to include QP notes, decks, placemats, etc
- With respect to part (w), "approvals" is not interpreted to include regulatory submissions provided by manufacturers
- With respect to parts (w) and (x), "purchasing" is interpreted to include actions leading up to and including the act of purchasing the items in question, but not the downstream activities that follow the payment (e.g., distribution, allocation, shipment, and storage)
- "Records from" is interpreted to denote records in the possession of government institutions

Further guidance concerning interpretation of terms will be provided later.

Questions regarding scoping and interpretation should be directed to Tamara Jeffrey (Tamara.Jeffrey@pco-bcp.gc.ca)

[1] CBI is generally understood to be information (i) that is not publicly available, (ii) that is treated in a confidential manner by the person to whose business the information relates, (iii) having actual or potential economic value to the person or their competitors because it is not publicly available and whose disclosure would result in financial loss to the person or a material gain to their competitors. CBI can be found in any record that contains information related to the business of a legal person, including reports, memoranda, databases, compilations, graphs, forms, supplier information, financial data, sources of supply, cost of sales, proposed pricing changes, customer lists, and delivery schedules. It can also include other documentation provided in the context of applications and submissions for regulatory approvals.

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Collection of records

On November 10, the Department of Justice provided additional guidance to you on how to do collection in a way that preserves the content and metadata of the documents and on how to transmit the documents to Justice for them to upload the documents into the eDiscovery document review platform (Ringtail).

Any questions regarding the protocols should be directed to Chantal Bonia (Chantelle.Bonia@justice.gc.ca) and Elizabeth Mesher (Elizabeth.Mesher@justice.gc.ca) . Questions regarding technical support (e.g. requests for software collection tools) should be addressed to Sandi Garus (Sandi.Garus@justice.gc.ca).

Translation

Further guidance on document translation will be provided later.

Highlighting Sensitive Information

As we noted in our email of November 6**,** to compile the Government's response to the motion, we will use an eDiscovery document review platform called Ringtail to store all responsive documents, and to review and highlight sensitive information. Two databases will be created – one rated for Secret documents, another for Protected B and unclassified documents. These databases will be housed in the Ringtail environments of the Department of Justice. Subject matter experts from each Department will be given access to one or both of these databases, as required, to review and highlight sensitive information contained in the Department's records.

For the database of Protected B and unclassified documents, subject matter experts will be issued credentials and a Cryptocard to access the database remotely. The Secret database will only be accessible by visiting the Department of Justice offices. The Department of Justice will provide training on Ringtail to subject matter experts, if they are not familiar with Ringtail.

In Ringtail, subject matter experts will use Ringtail's highlighting function to identify the following information:

a. Cabinet Confidences;
b. National Security;
c. Advice to Ministers;
d. Information subject to solicitor-client and litigation privilege;
e. Personal information
f. Information that could be injurious to federal-provincial relations or international relations; and
g. Third party trade secrets, confidential financial, commercial, scientific or technical information. For greater certainty, confidential business information should not be provided at this time to the Department of Justice for uploading into Ringtail.

Ringtail is able to convert highlighted sensitive information into redactions when a document is produced from the database. Further guidance with respect to redactions including who will apply and vet redactions will follow.

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As a first step, the Department of Justice will need to provide your subject matter experts with access to Ringtail. Please task one person from your Department to contact Kathy Dergo (Kathy.Dergo@justice.gc.ca), to commence this process. Please note that due the volume of documents and anticipated demand for access, priority will be given to Health Canada and PHAC.

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Text of the motion (parts related to the production of documents):

(u) an order of the House do issue for all memoranda, emails, documents, notes or other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Safety and Emergency Preparedness, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning options, plans and preparations for the GPHIN since January 1, 2018;

(v) an order of the House do issue for a record of all communications between the government and the WHO in respect of options, plans or preparations for any future operation, or absence thereof, of the GPHIN, since January 1, 2018;

(w) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19, since March 19, 2020;

(x) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Prime Minister's Office, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada concerning plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields, since March 19, 2020;

(y) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the COVID-19 Vaccine Task Force and its subcommittees;

(z) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the Government of Canada's COVID-19 vaccine distribution and monitoring strategy, including, but not limited to anticipated timelines for the distribution of an approved COVID-19 vaccine across Canada and the prioritization of population groups for vaccination;

(aa) minutes of meetings of the cabinet and its committees be excluded from this order and all documents issued pursuant to this order (i) be organized by department and be provided to the Office of the Law Clerk and Parliamentary Counsel as soon as is practicable in light of the pandemic, but, in any event, not later than November 30, 2020, and, if this is not possible, the Clerk of the Privy Council may request an extension of no more than seven days, by writing a letter to the committee, (ii) be vetted for matters of personal privacy information and national security, and, with respect to paragraph (y) only, be additionally vetted for information the disclosure of which could reasonably be expected to interfere with contractual or other negotiations between the Government of Canada and a third party, by the Law Clerk and Parliamentary Counsel within seven days of the receipt of the documents, (iii) be laid upon the table by the Speaker, at the next earliest opportunity, once vetted, and permanently referred to the Standing Committee on Health; and

(bb) within seven days after all documents have been tabled pursuant to paragraph (aa), the Minister of Health, the Minister of Public Services and Procurement, the Minister of Public Safety and Emergency Preparedness, and the Minister of Innovation, Science and Industry be

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ordered to appear separately as witnesses before the Standing Committee on Health, for at least three hours each.

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Simmering, William

From: Mondou, Isabelle
Sent: Thursday, November 19, 2020 3:49 PM
To: Chretien, Kimberley; MacKillop, Ken
Subject: RE: The Motion

Ken,

Is this something that Ray will coordinate for the whole PCO Comm/Hub Branch?

From: Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
Sent: Thursday, November 19, 2020 1:20 PM
To: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Subject: RE: The Motion

Ken/Isabelle,

FYI – I managed to speak to Jean not long ago about this and he passed along the attached email. I am not sure why we were not included or why PCO Comms was dropped off. I will await Maia's confirmation, but I understood anyone with records needs to provide them, including us. **s.21(1)(b)**

I would suggest [redacted] Following that, we will then need to task out so that individuals can collect documents and upload them. There will be a number of other steps after the initial provision of documents that will require we designate a subject matter expert.

Happy to discuss further.

Thanks
Kim

From: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Sent: Thursday, November 19, 2020 12:49 PM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Cc: Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Subject: RE: The Motion

Jean, Maia:

The PCO Communications branch, which the Hub is part of, has not been tasked. That make me think that P&P has maybe not been tasked either, as PCO Comm is a branch of P&P.

Now that I get going, I am wondering about IGA, as well.

I am not close of the process for the tasking, but I raised it because I was surprised when it was report at PCO about the number of files collected, that we had not been tasked,

Happy to discuss and to help! If there is nothing for us to do happy to hear it as well.

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From: Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
Sent: Thursday, November 19, 2020 11:04 AM
To: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Cc: Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>
Subject: RE: The Motion

Also related to other email on the motion I sent you.

Thanks
Kim

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Thursday, November 19, 2020 10:46 AM
To: Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
Cc: Soni, Shannon-Marie <Shannon-Marie.Soni@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: RE: The Motion

Hi Kimberley and thank you SMS for flagging. It had not occurred to me that this tasking should have been sent to you as well in addition to the COVID-19 Branch. It never came in any conversations with the other branches involved.
Please find attached the tasking in question. The other message is from DOJ. It contains instructions on how to upload relevant records into Ringtail, an eDiscovery document review platform.
You will note in the guidance document that we are excluding documents that are in the public domain, including media reports/summaries.
We will add you to our distribution list and invite you to future meetings. Tamara and I happy to discuss.
Regards,
Jean

From: Soni, Shannon-Marie <Shannon-Marie.Soni@pco-bcp.gc.ca>
Sent: Thursday, November 19, 2020 10:23 AM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Cc: Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
Subject: The Motion

Jean – as mentioned in our stand up call this morning, Kim Chretien (copied here) is the new acting Chief of Staff for Isabelle Mondou, the Deputy Minister for COVID-19 Communications. Unfortunately, it is a separate body from both the COVID-19 Secretariat, and the Communications branch. She'll need to be tasked.

Shannon-Marie Soni

Directrice des opérations (Affaires du Cabinet) | Director of Operations (Cabinet Affairs)
Législation et planification parlementaire | Legislation and House Planning
Bureau de Conseil Privé | Privy Council Office
85 rue Sparks, bureau 602 | 85 Sparks, Room 602
Ottawa, ON K1A 0A3
Téléphone | Telephone : [redacted](m)
Shannon-marie.soni@pco-bcp.gc.ca

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Simmering, William

From: Chretien, Kimberley
Sent: Thursday, November 19, 2020 10:34 AM
To: Rivet, Raymond; Hamel, Guylaine
Cc: MacKillop, Ken; Tessier, Jean
Subject: RE: Motion for the Production of Papers - COVID - Further Directions from Justice Canada on Preservation and Collection of Documents

Importance: High

Hi Ray,

Did you receive anything further on the below? I understand that this was tasked a while ago.

Thanks,
Kim

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Thursday, November 12, 2020 12:40 PM
To: Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Cc: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
Subject: FW: Motion for the Production of Papers - COVID - Further Directions from Justice Canada on Preservation and Collection of Documents

FYI, I touched base with Jean Cintrat on this. L&HP will be coordinating the response for PCO. I expect we will receive a tasking in the coming days.

From: Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
Sent: 10 novembre 2020 13:01
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Cc: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
Subject: RE: Motion for the Production of Papers - COVID - Further Directions from Justice Canada on Preservation and Collection of Documents

Hi Ray,

Thanks for looping me in. This is the first official email I have received on the subject. Do you think it would be possible for you to include the Hub in yours efforts to coordinate an approach? This would ensure consistency across our provision of responsive documents.

Thanks,
Kim

Kim Chretien

Chef du Cabinet et Directrice de la gouvernance par intérim | Acting Chief of Staff and Director of Governance
Bureau de la sous-ministre des communications en réponse à la COVID-19 |
Office of the Deputy Minister for the COVID-19 response (Communications)
Bureau de Conseil Privé | Privy Council Office

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Ottawa, ON K1A 0A3
Téléphone | Telephone: (m) 613-408-5061
kimberley.chretien@pco-bcp.gc.ca

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Tuesday, November 10, 2020 12:08 PM
To: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
Cc: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
Subject: FW: Motion for the Production of Papers - COVID - Further Directions from Justice Canada on Preservation and Collection of Documents

Good afternoon. Checking to see if this has been received by others, with a view to coordinating approach.

From: Healy, Zachary <Zachary.Healy@justice.gc.ca>
Sent: 10 novembre 2020 10:58
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Bombardier, Manon (HC/SC) <manon.bombardier@canada.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Shannon, Tara <Tara.Shannon@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Tremblay2, Genevieve (IC) <genevieve.tremblay2@canada.ca>; Jessica Kerr (ESDC) <jessica.kerr@hrsdc-rhdcc.gc.ca>; Ana Maia (IC) <ana.maia@canada.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Gaetan Champagne <gaetan.champagne@canada.ca>; Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-bcp.gc.ca>; Anna Romano (PHAC/ASPC) <anna.romano@canada.ca>; Munim, Ata-UL <Ata-UL.Munim@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Genevieve Tremblay <genevieve.tremblay2@canada.ca>; Isabelle Faustin <isabelle.faustin@canada.ca>; Jessica Kerr <jessica.kerr@hrsdc-rhdcc.gc.ca>; John Beaudoin <john.beaudoin@canada.ca>; Joseph Prokipcak <joseph.prokipcak@canada.ca>; Martine Pelletier <martine.pelletier@hrsdc-rhdcc.gc.ca'>; Annik Larocque (ESDC) <annik.larocque@hrsdc-rhdcc.gc.ca>; Cal Piché <Cal.Piche@cic.gc.ca>; Chad Mariage (ISED) <chad.mariage@canada.ca>; Colleen Calvert (GAC) <colleen.calvert@international.gc.ca>; Corinne Boucher (SW) <corinne.boucher@cfc-swc.gc.ca>; Corri Barr (PSPC) <corri.barr@tpsgc-pwgsc.gc.ca>; Danica Vaillancourt (NRCAN) <danica.vaillancourt@canada.ca>; Etienne Caouette-Fraser (CMHC) <ecaouett@cmhc-schl.gc.ca>; Francois Masse (ISC) <francois.masse@canada.ca>; Ian Miller (DND) <ian.miller@forces.gc.ca>; Irene Balite (FIN) <irene.balite@canada.ca>; Iwan chan (ECCC) <iwan.chan@canada.ca>; Jacques Dufort (VAC) <Jacques.Dufort@canada.ca>; Janhabi Nandy (TBS) <janhabi.nandy@tbs-sct.gc.ca>; Jennifer Cleary (VAC) <jennifer.cleary@canada.ca>; Jennifer Mooney (DFO) <jennifer.mooney@dfo-mpo.gc.ca>; Jenny Ratansi-Rodrigues (PCH) <jenny.ratansi-rodrigues@canada.ca>; Jimmy M. Brrackenridge (TC) <jimmy.brackenridge@tc.gc.ca>; Karl El-Koura (INFC) <karl.elkoura@canada.ca>; katherine.macdonald (AAFC) <katherine.macdonald2@canada.ca>; Laura Corkill (PSPC) <laura.corkill@tpsgc-pwgsc.gc.ca>; Lisa Smylie (SW) <lisa.smylie@cfc-swc.gc.ca>; Lorraine McKenzie Presley (PS) <lorraine.mckenziepresley@canada.ca>; Lorraine Redekop (CRA) <lorraine.redekop@cra-arc.gc.ca>; Louise Hayes (TBS) <louise.hayes@tbs-sct.gc.ca>; Marc Vallières (PS) <marc.vallieres@canada.ca>; Martin Jourdenais (PCH) <martin.jourdenais@canada.ca>; Megan Weekes (DND) <megan.weekes@forces.gc.ca>; Melissa Devlin-Coull (INFC) <melissa.devlin-coull@canada.ca>; Michael Berg (GAC) <michael.berg@international.gc.ca>; Micheline Joanisse (NRCAN) <micheline.joanisse@canada.ca>; Monique Bevan SCC <monique.bevan@canada.ca>; Pamela Carstens (SSC) <pamela.carstens@canada.ca>; Paul comeau (ECCC) <paul.comeau@canada.ca>; Rebecca Barnes (GAC) <rebecca.barnes@international.gc.ca>; Riley Hennessey (DND) <riley.hennessey@forces.gc.ca>; Rima Hamoui (DFO) <rima.hamoui@dfo-mpo.gc.ca>; Sally Thorpe (INAC) <sally.thorpe@canada.ca>; Simon Cardinal (IRCC) <simon.cardinal@cic.gc.ca>; Sophie Bédard (AAFC) <sophie.bedard@canada.ca>; Stephanie Littlejohn IRCC <stephanie.littlejohn@cic.ca>; Tara Hall (CRA) <tara.hall@cra-arc.gc.ca>; Tiffany Caron (SSC) <Tiffany.Caron@canada.ca>; Timothea Gibb (INAC / ISC) <timothea.gibb@canada.ca>; Legault, Yanike <Yanike.Legault@justice.gc.ca>
Cc: Gray, Sarah <Sarah.Gray@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Lauzon, Adam

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Subject: Motion for the Production of Papers - COVID - Further Directions from Justice Canada on Preservation and Collection of Documents

Good morning,

As a follow-up to last Friday's instructions from PCO (see further below), please find some additional guidance from the Department of Justice on how to do collection in a way that preserves the content and metadata of the documents in the context of the Motion for the Production of Papers – COVID. Please forward this message to your respective ADMs.

Preservation and Collection of Documents

Departments and agencies with responsive documents have two choices for providing their documents to Justice for uploading into Ringtail: 1) Do the document preservation and collection themselves; or 2) Hire a third party to assist them in document preservation and collection.

Option 1: DIY preservation and collection

As noted in Friday's email, it is imperative that responsive documents are preserved and collected in a manner that does not alter their content and metadata. A Department with responsive documents must have the requisite software tools to extract documents from their repositories. For those Departments that lack these tools, Justice may have some spare licenses of tools, such as PinPoint Harvester, that could be lent to Departments to collect data from shared

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drives. However, these tools are not adequate for all repositories. Retrieving documents from GCDocs, RDIMS, Lotus Notes are particularly nettlesome, and if the Department does not have the requisite tools, it is recommended that they seek third party assistance.

If the Department chooses the DIY approach, the Department of Justice has provided the following attached protocols to guide in this process:

- Motion Coordinator Protocol
- Outlook Protocol for Custodians
- Protocol for Custodians for Local and Shared Drives
- Protocols for Collection of Documents on Shared Drives and Outlook Emails

The protocols assume that each Department has a "Motion Coordinator" who is responsible for providing instructions to employees on how to find responsive documents. The Motion Coordinator will provide applicable protocols to employees who hold responsive documents. The Motion Coordinator will also direct IT officials in the Department to collect the responsive documents and send them to Justice, again following prescribed protocol. As a first step, the Motion Coordinator should read the Motion Coordinator Protocol, and then follow the steps set out in the protocol accordingly.

Any questions regarding the protocols should be directed to Chantal Bonia (Chantelle.Bonia@justice.gc.ca) and Elizabeth Mesher (Elizabeth.Mesher@justice.gc.ca) .

Questions regarding technical support (e.g. requests for software collection tools) should be addressed to Sandi Garus (Sandi.Garus@justice.gc.ca).

Option 2: Third party assistance

Depending on the services and tools provided by the service provider, the attached protocols provided by the Department of Justice may not be needed. In that event, the service provider and Justice will liaise to ensure that document integrity is maintained throughout the process and document collections are provided to Justice. There are several service providers who could assist departments with preservation and collection. For example, Health Canada is considering procuring the services of Oproma to provide this support since they have software that can index documents in many different repositories including Lotus Notes and is able to preserve the documents for collection without altering them. Shared Services Canada and Justice can provide assistance to departments seeking more information about the capabilities of third party suppliers and the means that may be used to procure them.

Questions about third party assistance that can be procured should be directed to Dugald.Topshee (Dugald.Topshee@justice.gc.ca) and José Gendron (Jose.gendron@canada.ca).

Thank you very much and have a nice day,

Zachary Healy

Director of Cabinet and Parliamentary Affairs / Directeur des affaires du Cabinet et parlementaires

Cabinet and Parliamentary Affairs Unit / Unité des affaires du Cabinet et parlementaires
Ministerial Secretariat / Secrétariat Ministériel
Department of Justice Canada / Ministère de la Justice Canada
284, rue Wellington
Ottawa, Ontario K1A 0H8
zachary.healy@justice.gc.ca
Tel. / tél. (613) 957-4994
Mobile (613) 716-7957

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From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: November-06-20 6:23 PM
To: Bombardier, Manon (HC/SC) <manon.bombardier@canada.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Shannon, Tara <Tara.Shannon@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Tremblay2, Genevieve (IC) <genevieve.tremblay2@canada.ca>; Jessica Kerr (ESDC) <jessica.kerr@hrsdc-rhdcc.gc.ca>; Ana Maia (IC) <ana.maia@canada.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Gaetan Champagne <gaetan.champagne@canada.ca>; Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-bcp.gc.ca>; Anna Romano (PHAC/ASPC) <anna.romano@canada.ca>; Munim, Ata-UL <Ata-UL.Munim@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Genevieve Tremblay <genevieve.tremblay2@canada.ca>; Isabelle Faustin <isabelle.faustin@canada.ca>; Jessica Kerr <jessica.kerr@hrsdc-rhdcc.gc.ca>; John Beaudoin <john.beaudoin@canada.ca>; Joseph Prokipcak <joseph.prokipcak@canada.ca>; Martine Pelletier <martine.pelletier@hrsdc-rhdcc.gc.ca'>; Annik Larocque (ESDC) <annik.larocque@hrsdc-rhdcc.gc.ca>; Cal Piché <Cal.Piche@cic.gc.ca>; Chad Mariage (ISED) <chad.mariage@canada.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Colleen Calvert (GAC) <colleen.calvert@international.gc.ca>; Corinne Boucher (SW) <corinne.boucher@cfc-swc.gc.ca>; Corri Barr (PSPC) <corri.barr@tpsgc-pwgsc.gc.ca>; Danica Vaillancourt (NRCAN) <danica.vaillancourt@canada.ca>; Etienne Caouette-Fraser (CMHC) <ecaouett@cmhc-schl.gc.ca>; Francois Masse (ISC) <francois.masse@canada.ca>; Ian Miller (DND) <ian.miller@forces.gc.ca>; Irene Balite (FIN) <irene.balite@canada.ca>; Iwan chan (ECCC) <iwan.chan@canada.ca>; Jacques Dufort (VAC) <Jacques.Dufort@canada.ca>; Janhabi Nandy (TBS) <janhabi.nandy@tbs-sct.gc.ca>; Jennifer Cleary (VAC) <jennifer.cleary@canada.ca>; Jennifer Mooney (DFO) <jennifer.mooney@dfo-mpo.gc.ca>; Jenny Ratansi-Rodrigues (PCH) <jenny.ratansi-rodrigues@canada.ca>; Jimmy M. Brrackenridge (TC) <jimmy.brackenridge@tc.gc.ca>; Karl El-Koura (INFC) <karl.elkoura@canada.ca>; katherine.macdonald (AAFC) <katherine.macdonald2@canada.ca>; Laura Corkill (PSPC) <laura.corkill@tpsgc-pwgsc.gc.ca>; Lisa Smylie (SW) <lisa.smylie@cfc-swc.gc.ca>; Lorraine McKenzie Presley (PS) <lorraine.mckenziepresley@canada.ca>; Lorraine Redekop (CRA) <lorraine.redekop@cra-arc.gc.ca>; Louise Hayes (TBS) <louise.hayes@tbs-sct.gc.ca>; Marc Vallières (PS) <marc.vallieres@canada.ca>; Martin Jourdenais (PCH) <martin.jourdenais@canada.ca>; Megan Weekes (DND) <megan.weekes@forces.gc.ca>; Melissa Devlin-Coull (INFC) <melissa.devlin-coull@canada.ca>; Michael Berg (GAC) <michael.berg@international.gc.ca>; Micheline Joanisse (NRCAN) <micheline.joanisse@canada.ca>; Monique Bevan SCC <monique.bevan@canada.ca>; Pamela Carstens (SSC) <pamela.carstens@canada.ca>; Paul comeau (ECCC) <paul.comeau@canada.ca>; Rebecca Barnes (GAC) <rebecca.barnes@international.gc.ca>; Riley Hennessey (DND) <riley.hennessey@forces.gc.ca>; Rima Hamoui (DFO) <rima.hamoui@dfo-mpo.gc.ca>; Sally Thorpe (INAC) <sally.thorpe@canada.ca>; Simon Cardinal (IRCC) <simon.cardinal@cic.gc.ca>; Sophie Bédard (AAFC) <sophie.bedard@canada.ca>; Stephanie Littlejohn IRCC <stephanie.littlejohn@cic.ca>; Tara Hall (CRA) <tara.hall@cra-arc.gc.ca>; Tiffany Caron (SSC) <Tiffany.Caron@canada.ca>; Timothea Gibb (INAC / ISC) <timothea.gibb@canada.ca>; Legault, Yanike <Yanike.Legault@justice.gc.ca>; Healy, Zachary <Zachary.Healy@justice.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Gray, Sarah <Sarah.Gray@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Lauzon, Adam <Adam.Lauzon@pco-bcp.gc.ca>; MacLean, Charles <Charles.MacLean@pco-bcp.gc.ca>; Mendes, Annesha <Annesha.Mendes@pco-bcp.gc.ca>; Munim, Ata-UL <Ata-UL.Munim@pco-bcp.gc.ca>; Nicholls, Melissa <Melissa.Nicholls@pco-bcp.gc.ca>; Oda, Michael <Michael.Oda@pco-bcp.gc.ca>; Peppy, Shaun <Shaun.Peppy@pco-bcp.gc.ca>; Bédard, Rachelle <Rachelle.Bedard@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-bcp.gc.ca>; Tumber, Reema <Reema.Tumber@pco-bcp.gc.ca>; Wittenburg, Shane <Shane.Wittenburg@pco-bcp.gc.ca>; Stringham, James <James.Stringham@justice.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Babad, Luke <Luke.Babad@pco-bcp.gc.ca>; Babad, Luke <Luke.Babad@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; Jason, Rose Martine <RoseMartine.Jason@pco-bcp.gc.ca>; Adriana Simedrea (TC) <adriana.simedrea@tc.gc.ca>; Amelie Gelinas (PCH) <amelie.gelinas@canada.ca>; Andrea King INFC <andrea.king@canada.ca>; Annick Hector (ESDC) <annick.hector@hrsdc-rhdcc.gc.ca>; Benjamin Woodman (PSCP) <benjamin.woodman@tpsgc-pwgsc.gc.ca>; Bryan Kirk (ESDC) <bryan.kirk@hrsdc-rhdcc.gc.ca>; Catherine Morin (PCH) <catherine.morin@canada.ca>; Charles Choi VAC

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<Charles.choi2@canada.ca>; christian.vezeau@canada.ca; Claudine Bouvier(PSPC) <claudine.bouvier@tpsgc-pwgsc.gc.ca>; Dana Robinson <dana.robinson@tbs-sct.gc.ca>; Daniela Bolivar (INFC) <danelia.bolivar@canada.ca>; dyanna legare VAC <dyanna.legare@canada.ca>; Emilie Anne Duval (TBS) <emilieanne.duval@tbs-sct.gc.ca>; Francois Harvey (FIN) <francois.harvey@canada.ca>; Helga El-Zein (CRA) <Helga.El-Zein@cra-arc.gc.ca>; LaFrenière, Isabelle <Isabelle.Lafreniere@justice.gc.ca>; Jason Marshall (VAC) <jason.marshall@canada.ca>; Joanne Contant (AAFC) <joanne.contant@canada.ca>; Jordan Cicalo (HC) <jordan.cicalo@canada.ca>; Julie Samson (ESDC) <julie.samson@hrsdc-rhdcc.gc.ca>; Laura Braun (PS) <laura.braun@canada.ca>; Marc Langis (PCH) <marc.langis@canada.ca>; Power, Mark <Mark.Power@justice.gc.ca>; Michael Ricco (ISED) <michael.ricco@canada.ca>; Nastassia Mahdi (INFC) <nastassia.mahdi@canada.ca>; Baker, Nicole <Nicole.Baker@pco-bcp.gc.ca>; Peter Ferguson (DFO) <Peter.Ferguson@dfo-mpo.gc.ca>; Ramzi Yonis (DFO) <ramzi.yonis@dfo-mpo.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Rossano Bernardi (CRA) <Rossano.Bernardi@cra-arc.gc.ca>; ryan.wichers (SSC) <ryan.wichers@canada.ca>; Sanjay Vachali (PSPC) <Sanjay.Vachali@tpsgc-pwgsc.gc.ca>; Stephane McNicholl (NRCAN) <stephane.mcnicholl@canada.ca>; Stephanie Littlejohn CIC <Stephanie.Littlejohn@cic.gc.ca>; Susan Nadon <susan.nadon@canada.ca>; Tanya Guay (VAC) <tanya.guay@canada.ca>; Winnie Pang CWC <winnie.pang@cfc-swc.gc.ca>; Wladyslaw Kinastowsk (CRA) <Wladyslaw.Kinastowski@cra-arc.gc.ca>
Subject: Motion for the Production of Papers - COVID

[Please forward this message to your respective ADMs]

Good afternoon,

On October 26, the House of Commons adopted a motion ordering the production of documents related to the government's response to the COVID-19 Pandemic.
The Privy Council Office (PCO) will be coordinating this undertaking across government. Please disregard any previous taskings.
Guidance on translation, redactions and scoping will be provided by PCO as soon as possible.
In the meantime, we ask that all departments in possession of relevant documents do the following:

1. Identify all relevant documents
2. Do not alter the documents (keep them in their original form)
3. Do not convert the documents into another format (ie PDF)
4. Do not redact the documents
5. Do not translate the documents

To compile the Government's response to the motion, we will use an eDiscovery document review platform called Ringtail to store all responsive documents, and to review and redact them. Two databases will be created – one rated for Secret documents, another for Protected B and unclassified documents. These databases will be housed in the Ringtail environments of the Department of Justice.
Ringtail has several analytics functions that will make document review and redaction more efficient and consistent:

- Identical documents can be identified: duplicates can be eliminated from review.
- Chains of emails can be identified and only those emails needed to provide all the content in the email chain need be reviewed.
- Documents are fully indexed and their content can be searched.
- Documents that are conceptually related can be clustered and tasked to the same reviewer.
- Workflows can direct documents to reviewers in structured assignments; progress on assignments can be monitored; when they have been reviewed, documents can be put into new workflows for quality control assessment.

The analytics functions of Ringtail require that we collect documents in their native format: their content and metadata should not be altered. This means that documents *should be left where they are.* They should not be moved from their current location until instructed to do so. Documents will be reviewed and redacted in Ringtail, so they should not be redacted before they are collected and sent to Justice.

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We are asking you refrain from collecting documents at this time so that we can provide you and your IT staff with further guidance on how to do collection in a way that preserves the content and metadata of the documents. We will also provide guidance on how those who have responsive documents can preserve them until they are collected. Finally, we will provide direction on how to send your document collections to Justice for loading into Ringtail. In the meantime, we ask that you continue to identify the documents that you have in your possession that are responsive to the motion. Departments are responsible for coordinating this production of documents within their portfolio

As indicated in guidance provided on October 28, we ask that:

- For section (u), HC, PCO and PHAC identify all documents prepared between January 1, 2018 and October 26, 2020 inclusive concerning options, plans and preparations for the GPHIN.
- For section (v), all departments identify all communications made between the government and the WHO between January 1, 2018 and October 26, 2020 inclusive concerning options, plans and preparations for any future operation, or absence thereof, of the GPHIN.
- For sections (w) and (x), HC, PCO, and PHAC identify all documents prepared between March 19, 2020 and October 26, 2020 inclusive concerning:
  a) plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19; and
  b) plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields.
- For section (y), all departments identify all documents prepared up to October 26, 2020 inclusive relating to the COVID-19 Vaccine Task Force and its subcommittees.
- For section (z), all departments identify all documents prepared up to October 26, 2020 inclusive concerning the Government of Canada's COVID-19 vaccine distribution and monitoring strategy.

Please note that a conference call of Deputy Ministers will be held on Monday to continue discussions about this process.

If you have any questions, please contact: Jean Cintrat (jean.cintrat@pco-bcp.gc.ca) or Tamara Jeffrey (tamara.jeffrey@pco-bcp.gc.ca)

Text of the motion (parts related to the production of documents):

(u) an order of the House do issue for all memoranda, emails, documents, notes or other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Safety and Emergency Preparedness, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning options, plans and preparations for the GPHIN since January 1, 2018;

(v) an order of the House do issue for a record of all communications between the government and the WHO in respect of options, plans or preparations for any future operation, or absence thereof, of the GPHIN, since January 1, 2018;

(w) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19, since March 19, 2020;

(x) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Prime Minister's Office, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada concerning plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields, since March 19, 2020;

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(y) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the COVID-19 Vaccine Task Force and its subcommittees;

(z) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the Government of Canada's COVID-19 vaccine distribution and monitoring strategy, including, but not limited to anticipated timelines for the distribution of an approved COVID-19 vaccine across Canada and the prioritization of population groups for vaccination;

(aa) minutes of meetings of the cabinet and its committees be excluded from this order and all documents issued pursuant to this order (i) be organized by department and be provided to the Office of the Law Clerk and Parliamentary Counsel as soon as is practicable in light of the pandemic, but, in any event, not later than November 30, 2020, and, if this is not possible, the Clerk of the Privy Council may request an extension of no more than seven days, by writing a letter to the committee, (ii) be vetted for matters of personal privacy information and national security, and, with respect to paragraph (y) only, be additionally vetted for information the disclosure of which could reasonably be expected to interfere with contractual or other negotiations between the Government of Canada and a third party, by the Law Clerk and Parliamentary Counsel within seven days of the receipt of the documents, (iii) be laid upon the table by the Speaker, at the next earliest opportunity, once vetted, and permanently referred to the Standing Committee on Health; and

(bb) within seven days after all documents have been tabled pursuant to paragraph (aa), the Minister of Health, the Minister of Public Services and Procurement, the Minister of Public Safety and Emergency Preparedness, and the Minister of Innovation, Science and Industry be ordered to appear separately as witnesses before the Standing Committee on Health, for at least three hours each.

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Simmering, William

From: Cintrat, Jean
Sent: Thursday, November 19, 2020 10:46 AM
To: Chretien, Kimberley
Cc: Soni, Shannon-Marie; Jeffrey, Tamara
Subject: RE: The Motion
Attachments: RE: 26 Oct motion guidance / directives; Motion for the Production of Papers - COVID - Further Directions from Justice Canada on Preservation and Collection of Documents

Attachment is duplicate

Hi Kimberley and thank you SMS for flagging. It had not occurred to me that this tasking should have been sent to you as well in addition to the COVID-19 Branch. It never came in any conversations with the other branches involved.
Please find attached the tasking in question. The other message is from DOJ. It contains instructions on how to upload relevant records into Ringtail, an eDiscovery document review platform.
You will note in the guidance document that we are excluding documents that are in the public domain, including media reports/summaries.
We will add you to our distribution list and invite you to future meetings. Tamara and I happy to discuss.
Regards,
Jean

From: Soni, Shannon-Marie <Shannon-Marie.Soni@pco-bcp.gc.ca>
Sent: Thursday, November 19, 2020 10:23 AM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Cc: Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
Subject: The Motion

Jean – as mentioned in our stand up call this morning, Kim Chretien (copied here) is the new acting Chief of Staff for Isabelle Mondou, the Deputy Minister for COVID-19 Communications. Unfortunately, it is a separate body from both the COVID-19 Secretariat, and the Communications branch. She'll need to be tasked.

Shannon-Marie Soni

Directrice des opérations (Affaires du Cabinet) | Director of Operations (Cabinet Affairs)
Législation et planification parlementaire | Legislation and House Planning
Bureau de Conseil Privé | Privy Council Office
85 rue Sparks, bureau 602 | 85 Sparks, Room 602
Ottawa, ON K1A 0A3
Téléphone | Telephone : [redacted](m) **s.16(2)**
Shannon-marie.soni@pco-bcp.gc.ca

Pages 244 to / à 249

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Simmering, William

From: Jeffrey, Tamara
Sent: Thursday, November 19, 2020 12:07 PM
To: Cintrat, Jean; Chretien, Kimberley
Subject: RE: The Motion
Attachments: Motion for the Production of Papers - Directions on Preservation and Collection of Documents

Good Afternoon Kimberley,

Subsequent to your conversation with Jean, please find enclosed the guidance issued by PCO in relation to the collection and preservation of documents.

Should you have any questions of a technical nature please feel free to contact Alaa Shiban (Alaa.Shibani@pco-bcp.gc.ca). Should you have any questions relating to scoping or interpretation, please feel free to communicate with Jean or myself.

Thank you

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

s.16(2)

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Thursday, November 19, 2020 11:29 AM
To: Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: RE: The Motion

Hi, I will give you a call. What number can I reach you at?

From: Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
Sent: Thursday, November 19, 2020 11:19 AM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: RE: The Motion

Thanks, Jean,

A few basic questions:

- If I understand correctly, these are due to Parliamentary council by Nov 30th, what is our internal deadline?
- Are you providing documents to department of justice on behalf of PCO?
- I presume you have been in contact with colleagues from P&P , specifically Communications Branch. Have you provided any advice on how Communications products should be interpreted as part of the scope of the motion?

Thanks

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Kim

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Thursday, November 19, 2020 10:46 AM
To: Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
Cc: Soni, Shannon-Marie <Shannon-Marie.Soni@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: RE: The Motion

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You will note in the guidance document that we are excluding documents that are in the public domain, including media reports/summaries.
We will add you to our distribution list and invite you to future meetings. Tamara and I happy to discuss.
Regards,
Jean

From: Soni, Shannon-Marie <Shannon-Marie.Soni@pco-bcp.gc.ca>
Sent: Thursday, November 19, 2020 10:23 AM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Cc: Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
Subject: The Motion

Jean – as mentioned in our stand up call this morning, Kim Chretien (copied here) is the new acting Chief of Staff for Isabelle Mondou, the Deputy Minister for COVID-19 Communications. Unfortunately, it is a separate body from both the COVID-19 Secretariat, and the Communications branch. She'll need to be tasked.

Shannon-Marie Soni **s.16(2)**

Directrice des opérations (Affaires du Cabinet) | Director of Operations (Cabinet Affairs)
Législation et planification parlementaire | Legislation and House Planning
Bureau de Conseil Privé | Privy Council Office
85 rue Sparks, bureau 602 | 85 Sparks, Room 602
Ottawa, ON K1A 0A3
Téléphone | Telephone : [redacted](m)
Shannon-marie.soni@pco-bcp.gc.ca

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Simmering, William

From: Jeffrey, Tamara
Sent: Thursday, November 19, 2020 3:44 PM
To: Babad, Luke
Cc: Wong-Fortin, Bonny
Subject: RE: Motion for the Production of Papers - Directions on Preservation and Collection of Documents

Follow Up Flag: Follow up
Flag Status: Completed

Hi Luke,

We haven't provided a firm deadline for the collection of documents. That being said, we have been directing people to complete this work as soon as possible.

In the event you have questions of a technical nature (how to create a .pst file, etc) that weren't answered by the DoJ protocols, PCO's IT contact will be Alaa Shiban (Alaa.Shibani@pco-bcp.gc.ca).

Please do not hesitate to reach out to me should you have any questions about the overall process.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Thursday, November 19, 2020 2:53 PM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>
Subject: RE: Motion for the Production of Papers - Directions on Preservation and Collection of Documents

Hi Tamara,

The PCO COVID Secretariat has now uploaded all non-email documents to the Shared Drive. The two custodians will be:

- Luke Babad (unclassified, protected A and protected B)
- Alexandre Lefebvre (secret)

What is your drop-dead date for collection of outlook items? We anticipate we will have three custodians for these items, all of whom will be assisted by Anke Shi for review and redaction:

- Chad Hartnell
- Bonny Wong-Fortin
- Dominique Blanchard

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Thanks,
Luke

From: Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>
Sent: Tuesday, November 17, 2020 4:10 PM
To: COVID-19 Task Team | Équipe de travail sur la COVID-19 (PCO/BCP) <COVID19TF-ETCOVID19@pco-bcp.gc.ca>
Subject: FW: Motion for the Production of Papers - Directions on Preservation and Collection of Documents

Further detail from L&HP, including step-by-step guidance as we prepare to upload our documents. There have been many questions as it relates to using Ringtail, I understand from Maia that we will be provided the name of an IT contact tomorrow.

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: Tuesday, November 17, 2020 1:43 PM
To: Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Shannon, Tara <Tara.Shannon@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>
Cc: Neilson, David <David.Neilson@pco-bcp.gc.ca>; Lefebvre, Robert <Robert.Lefebvre@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; Bisson, Melissa <Melissa.Bisson@pco-bcp.gc.ca>
Subject: Motion for the Production of Papers - Directions on Preservation and Collection of Documents

Good Afternoon,

Further to the guidance issued by the Department of Justice on November 10, 2020, I will be your point of contact as the Motion Coordinator for PCO for the October 26, 2020 House of Commons Motion to Provide Documents to the Standing Committee on Health (Covid-19 Pandemic).

To compile the Government's response to the motion, we will use an eDiscovery document review platform called Ringtail to store all responsive documents, and to review and redact them. Two databases will be created – one rated for Secret documents, another for Protected B and unclassified documents. These databases will be housed in the Ringtail environments of the Department of Justice.

Ringtail has several analytics functions that will make document review and redaction more efficient and consistent:

- Identical documents can be identified: duplicates can be eliminated from review.
- Chains of emails can be identified and only those emails needed to provide all the content in the email chain need be reviewed.
- Documents are fully indexed and their content can be searched.
- Documents that are conceptually related can be clustered and tasked to the same reviewer.
- Workflows can direct documents to reviewers in structured assignments; progress on assignments can be monitored; when they have been reviewed, documents can be put into new workflows for quality control assessment.

The analytics functions of Ringtail require that we collect documents in their native format: their content and metadata should not be altered.

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s.16(2)

On November 13, PCO provided further guidance on scoping, interpretations of terms and the identification of sensitive information. We are now asking PCO branches to collect relevant records, in accordance with these guidelines, in preparation for uploading into Ringtail.

Individuals who have identified documents relevant to the Motion must read the following protocols for preserving the documents:

i. Preservation Protocols for Custodians - Microsoft Outlook
ii. Preservation Protocol for Custodians – Local and Shared Drive on a Network

PCO-IT has created four (4) folders on the shared network drive ("S" drive) for each branch to store Outlook data files (.pst) and Local Drive and Shared Drive documents. The four (4) folders are the following:

i. Outlook– Protected B, Protected A and Unclassified
ii. Outlook – Secret
iii. Documents– Protected B, Protected A and Unclassified
iv. Documents – Secret

Every individual in your branch who has relevant documents is asked to create a subfolder within each of the four (4) folders above, as required. Each subfolder must be named as follows: **Last Name, First Name**.

Please complete the work of collecting records as soon as possible. If individuals within your branch encounter difficulties unencrypting a document identified on a local drive or on the shared network drive, please do not hesitate to contact me by email (tamara.jeffrey@pco-bcp.gc.ca) or phone [redacted].

Once the steps in the protocols for preserving Outlook data file (.pst) and documents on local and shared network drives have been completed please send an email to tamara.jeffrey@pco-bcp.gc.ca confirming completion. This will allow PCO-IT officials to complete the collection of documents.

Upon completion of the transmittal of the PCO holdings the Department of Justice, subject matter experts will be given access to Ringtail to review and highlight sensitive information contained in the Department's records. For the database of Protected B and unclassified documents, subject matter experts will be issued credentials and a Cryptocard to access the database remotely. The Secret database will only be accessible by visiting the Department of Justice offices.

To this end, we would ask that you identify subject matter experts within your branch who will require access to Ringtail and provide their names to me via email (tamara.jeffrey@pco-bcp.gc.ca) by noon on Thursday, November 19, 2020.

I understand that you may have additional questions regarding the preservation and collection of documents. I will provide further guidance as this project unfolds.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

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Simmering, William

From: Brochet, Vanessa
Sent: Friday, November 20, 2020 1:26 PM
To: Neilson, David
Cc: Cintrat, Jean
Subject: Re: Ringtail and House Motion

Yes thx.

Vanessa Brochet
613-697-3586

On Nov 20, 2020, at 1:19 PM, Neilson, David <David.Neilson@pco-bcp.gc.ca> wrote:

Hi Vanessa,

I'm happy to discuss, do you have time around 3 or 3:30 this afternoon?

Thanks,

David

David Neilson

Executive Director / Access to Information and Privacy & Information Management
Privy Council Office / Government of Canada
David.Neilson@pco-bcp.gc.ca / Tel. 613-957-5228 / Fax 613-960-4201

Directeur exécutif / Accès à l'information et protection des renseignements personnels et Gestion de l'information
Bureau du Conseil privé / Gouvernement du Canada
David.Neilson@pco-bcp.gc.ca / Tél. 613-957-5228 / Télécopieur 613-960-4201

From: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Sent: Friday, November 20, 2020 1:08 PM
To: Neilson, David <David.Neilson@pco-bcp.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: Ringtail and House Motion

Hi David, do you have time for a quick check-in on this issue? I am trying to find out how PCO is proposing to organize itself to collect and redact documents in response to Motion for COVID documents to HESA and if possibly it has some Ringtail accounts and capacity (I did not think so but heard otherwise). We will be submitting names of counsel that will be needing Ringtail accounts in order to support you if needed. Would be key to know how PCO will organize itself. Thanks for reaching out if you have info on this.

Vanessa Brochet
Director and General Counsel - Directrice and avocate générale
Privy Council Office Legal Services Sector | Secteur des services juridiques du Bureau du Conseil privé

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Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister | Bureau de la conseillère juridique auprès du greffier du Conseil privé et sous-ministre adjointe
(613) 697-3586 Vanessa.Brochet@pco-bcp.gc.ca

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Simmering, William

From: Mondou, Isabelle
Sent: Friday, November 20, 2020 11:07 AM
To: Chretien, Kimberley
Subject: Fw: Follow Up

I need this binder today. Thanks.

Sent from my BlackBerry 10 smartphone on the Bell network.

From: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Sent: Thursday, November 19, 2020 8:50 PM
To: McCowan, Ian; Welbourne, Maia; Fee, Stuart; van Dieen, Jodie
Cc: McAdam, Ryan
Subject: Re: Follow Up

Ian:

I am happy to help, but I am not sure if I would have enough valued-added. I would be grateful if it is not too much trouble to get a copy of the binder as it would be helpful to draft the communications lines over the week-end!

Sent from my BlackBerry 10 smartphone on the Bell network.

From: McCowan, Ian
Sent: Thursday, November 19, 2020 8:24 PM
To: Welbourne, Maia; Fee, Stuart; Mondou, Isabelle; van Dieen, Jodie
Cc: McAdam, Ryan
Subject: Follow Up

Maia/Isabelle/Jodie/Stuart

As discussed this evening, I have offered to meet Marta tomorrow afternoon for an initial discussion. Please let me know if any of you would be interested in joining me. Maia, I would be grateful if the team could assemble for her an initial binder with the motion, the guidance issued to date….and any other background materials which you think would be of interest.

Ian

From: McCowan, Ian
Sent: Thursday, November 19, 2020 8:21 PM
To: 'MARTA.MULKINS2@forces.gc.ca' <MARTA.MULKINS2@forces.gc.ca>
Cc: Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Subject: Follow Up

Marta

Would you have some time to connect early tomorrow afternoon for an initial discussion at 80 Wellington. We can assemble some background documentation. I will suggest 2pm. Please let me know if that works on your end.

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Have a good evening.

Ian

From: MARTA.MULKINS2@forces.gc.ca <MARTA.MULKINS2@forces.gc.ca>
Sent: Thursday, November 19, 2020 4:02 PM
To: McCowan, Ian <Ian.McCowan@pco-bcp.gc.ca>
Cc: Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>
Subject: RE: Follow Up

Ian,

It appears I will be able to assist you in the coming weeks on a part time basis – we estimate at least 75% of my time with PCO. I do have some hard commitments in the calendar and will work with my team tomorrow to minimise etc, but should be able to work around them for the next three weeks. Please let me know how the D Clerk wishes to proceed – shall I visit you tomorrow to start to scope out how it might work?

Kind regards,

Marta Mulkins

Marta B. Mulkins
Executive Director, Departmental Litigation Oversight
Department of National Defence / Government of Canada
Marta.mulkins2@forces.gc.ca / Tel: 613 995 1930

Directrice exécutive, Supervision ministérielle des litiges
Ministère de la défense nationale / Gouvernement du Canada
Marta.mulkins2@forces.gc.ca / Tel: 613 995 1930

From: Mulkins M@Assoc DM@Ottawa-Hull
Sent: November 18, 2020 6:08 PM
To: 'Ian.McCowan@pco-bcp.gc.ca' <Ian.McCowan@pco-bcp.gc.ca>
Cc: 'Stuart.Fee@pco-bcp.gc.ca' <Stuart.Fee@pco-bcp.gc.ca>
Subject: Follow Up

Ian –

I had a follow up discussion with the Associate today but have not closed the loop yet with the Deputy. I trust I will back to you and the Deputy Clerk tomorrow one way or the other.

Thanks for your patience –

Kind regards,

Marta

Marta B. Mulkins
Executive Director, Departmental Litigation Oversight
Department of National Defence / Government of Canada
Marta.mulkins2@forces.gc.ca / Tel: 613 995 1930

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Directrice exécutive, Supervision ministérielle des litiges
Ministère de la défense nationale / Gouvernement du Canada
Marta.mulkins2@forces.gc.ca / Tel: 613 995 1930

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Simmering, William

From: Butara, Frank
Sent: Friday, November 20, 2020 1:13 PM
To: Martel, Camille; Charlebois, Philippe
Subject: FW: 26 Oct motion guidance / directives
Attachments: Nov 13 tasking COVID PRÉLIMINAIRE FR.docx; Tasking COVID Nov 13 EN PRELIMINARY.docx

Attachment is duplicate

Fyi-

Frank Butara
Privy Council Office / Bureau du Conseil privé
Mobile: [redacted]

s.16(2)

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Tuesday, November 17, 2020 1:02 PM
To: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Subject: FW: 26 Oct motion guidance / directives

As discussed.

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Friday, November 13, 2020 3:42 PM
To: Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; [redacted] Bombardier, Manon (HC/SC) <manon.bombardier@canada.ca>; Annik Larocque (ESDC) <annik.larocque@hrsdc-rhdcc.gc.ca>; Cal Piché <Cal.Piche@cic.gc.ca>; Chad Mariage (ISED) <chad.mariage@canada.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Colleen Calvert (GAC) <colleen.calvert@international.gc.ca>; Corinne Boucher (SW) <corinne.boucher@cfc-swc.gc.ca>; Corri Barr (PSPC) <corri.barr@tpsgc-pwgsc.gc.ca>; Danica Vaillancourt (NRCAN) <danica.vaillancourt@canada.ca>; Etienne Caouette-Fraser (CMHC) <ecaouett@cmhc-schl.gc.ca>; Francois Masse (ISC) <francois.masse@canada.ca>; Ian Miller (DND) <ian.miller@forces.gc.ca>; Irene Balite (FIN) <irene.balite@canada.ca>; Iwan chan (ECCC) <iwan.chan@canada.ca>; Jacques Dufort (VAC) <Jacques.Dufort@canada.ca>; Janhabi Nandy (TBS) <janhabi.nandy@tbs-sct.gc.ca>; Jennifer Cleary (VAC) <jennifer.cleary@canada.ca>; Jennifer Mooney (DFO) <jennifer.mooney@dfo-mpo.gc.ca>; Jenny Ratansi-Rodrigues (PCH) <jenny.ratansi-rodrigues@canada.ca>; Jessica Kerr (ESDC) <jessica.kerr@hrsdc-rhdcc.gc.ca>; Jimmy M. Brrackenridge (TC) <jimmy.brackenridge@tc.gc.ca>; Joe Prokipcak (Health Canada) <joseph.prokipcak@canada.ca>; Karl El-Koura (INFC) <karl.elkoura@canada.ca>; katherine.macdonald (AAFC) <katherine.macdonald2@canada.ca>; Laura Corkill (PSPC) <laura.corkill@tpsgc-pwgsc.gc.ca>; Lisa Smylie (SW) <lisa.smylie@cfc-swc.gc.ca>; Lorraine McKenzie Presley (PS) <lorraine.mckenziepresley@canada.ca>; Lorraine Redekop (CRA) <lorraine.redekop@cra-arc.gc.ca>; Louise Hayes (TBS) <louise.hayes@tbs-sct.gc.ca>; Marc Vallières (PS) <marc.vallieres@canada.ca>; Martin Jourdenais (PCH) <martin.jourdenais@canada.ca>; Megan Weekes (DND) <megan.weekes@forces.gc.ca>; Melissa Devlin-Coull (INFC) <melissa.devlin-coull@canada.ca>; Michael Berg (GAC) <michael.berg@international.gc.ca>; Micheline Joanisse (NRCAN) <micheline.joanisse@canada.ca>; Monique Bevan SCC <monique.bevan@canada.ca>; Pamela Carstens (SSC) <pamela.carstens@canada.ca>; Paul comeau (ECCC) <paul.comeau@canada.ca>; Rebecca Barnes (GAC) <rebecca.barnes@international.gc.ca>; Riley Hennessey (DND) <riley.hennessey@forces.gc.ca>; Rima Hamoui (DFO) <rima.hamoui@dfo-mpo.gc.ca>; Sally Thorpe (INAC) <sally.thorpe@canada.ca>; Simon Cardinal (IRCC) <simon.cardinal@cic.gc.ca>; Sophie Bédard (AAFC) <sophie.bedard@canada.ca>; Stephanie Littlejohn IRCC <stephanie.littlejohn@cic.ca>; Tara Hall (CRA) <tara.hall@cra-

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arc.gc.ca>; Tiffany Caron (SSC) <Tiffany.Caron@canada.ca>; Timothea Gibb (INAC / ISC) <timothea.gibb@canada.ca>; Yanike Legault (JUS) <yanike.legault@justice.gc.ca>; Zachary Healy (JUS) <zachary.healy@justice.gc.ca>; Ana Maia (IC) <ana.maia@canada.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Gaetan Champagne <gaetan.champagne@canada.ca>; Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-bcp.gc.ca>; Anna Romano (PHAC/ASPC) <anna.romano@canada.ca>; Munim, Ata-UL <Ata-UL.Munim@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Genevieve Tremblay <genevieve.tremblay2@canada.ca>; Isabelle Faustin <isabelle.faustin@canada.ca>; James Scott <James.Stott@pwgsc-tpsgc.gc.ca>; John Beaudoin <john.beaudoin@canada.ca>; Kendal Weber <kendal.weber@canada.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Martine Pelletier <martine.pelletier@hrsdc-rhdcc.gc.ca'>; Peppy, Shaun <Shaun.Peppy@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>

Cc: Stringham, James <James.Stringham@justice.gc.ca>; Burnett, John <John.Burnett@nrc-cnrc.gc.ca>; Adriana Simedrea (TC) <adriana.simedrea@tc.gc.ca>; Amelie Gelinas (PCH) <amelie.gelinas@canada.ca>; Andrea King INFC <andrea.king@canada.ca>; Annick Hector (ESDC) <annick.hector@hrsdc-rhdcc.gc.ca>; Benjamin Woodman (PSCP) <benjamin.woodman@tpsgc-pwgsc.gc.ca>; Bryan Kirk (ESDC) <bryan.kirk@hrsdc-rhdcc.gc.ca>; Catherine Morin (PCH) <catherine.morin@canada.ca>; Charles Choi VAC <Charles.choi2@canada.ca>; christian.vezeau@canada.ca; Claudine Bouvier(PSPC) <claudine.bouvier@tpsgc-pwgsc.gc.ca>; Dana Robinson <dana.robinson@tbs-sct.gc.ca>; Daniela Bolivar (INFC) <danelia.bolivar@canada.ca>; dyanna legare VAC <dyanna.legare@canada.ca>; Emilie Anne Duval (TBS) <emilieanne.duval@tbs-sct.gc.ca>; Francois Harvey (FIN) <francois.harvey@canada.ca>; Helga El-Zein (CRA) <Helga.El-Zein@cra-arc.gc.ca>; Isabelle LaFrenière (JUS) <isabelle.lafreniere@justice.gc.ca>; Jason Marshall (VAC) <jason.marshall@canada.ca>; Joanne Contant (AAFC) <joanne.contant@canada.ca>; Jordan Cicalo (HC) <jordan.cicalo@canada.ca>; Julie Samson (ESDC) <julie.samson@hrsdc-rhdcc.gc.ca>; Laura Braun (PS) <laura.braun@canada.ca>; Marc Langis (PCH) <marc.langis@canada.ca>; Mark Power (JUS) <mark.power@justice.gc.ca>; Michael Ricco (ISED) <michael.ricco@canada.ca>; Nastassia Mahdi (INFC) <nastassia.mahdi@canada.ca>; Baker, Nicole <Nicole.Baker@pco-bcp.gc.ca>; Peter Ferguson (DFO) <Peter.Ferguson@dfo-mpo.gc.ca>; Bédard, Rachelle <Rachelle.Bedard@pco-bcp.gc.ca>; Ramzi Yonis (DFO) <ramzi.yonis@dfo-mpo.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Rossano Bernardi (CRA) <Rossano.Bernardi@cra-arc.gc.ca>; ryan.wichers (SSC) <ryan.wichers@canada.ca>; Sanjay Vachali (PSPC) <Sanjay.Vachali@tpsgc-pwgsc.gc.ca>; Stephane McNicholl (NRCAN) <stephane.mcnicholl@canada.ca>; Stephanie Littlejohn CIC <Stephanie.Littlejohn@cic.gc.ca>; Susan Nadon <susan.nadon@canada.ca>; Tanya Guay (VAC) <tanya.guay@canada.ca>; Winnie Pang CWC <winnie.pang@cfc-swc.gc.ca>; Wladyslaw Kinastowsk (CRA) <Wladyslaw.Kinastowski@cra-arc.gc.ca>

Subject: 26 Oct motion guidance / directives

Good afternoon,
Please find attached preliminary guidance concerning the motion adopted by the House of Commons on October 26. Confirmation of the guidance will be provided on Monday.

Bonjour,
Veuillez trouver ci-joint des directives préliminaires concernant la motion adoptée par la Chambre des communes le 26 octobre. Nous confirmerons ces directives lundi.

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Simmering, William

From: Butara, Frank
Sent: Friday, November 20, 2020 1:23 PM
To: Cummings, Laura; Charlebois, Philippe; Martel, Camille
Subject: FW: Messaging on House of Commons motion / Message sur la motion de la Chambre des communes

FYI - here is the messaging drafted late last month…

Frank Butara
Privy Council Office / Bureau du Conseil privé
Mobile: [redacted]

From: Butara, Frank
Sent: Friday, October 30, 2020 6:37 PM
To: Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
Subject: RE: Messaging on House of Commons motion / Message sur la motion de la Chambre des communes

Hi Jean,

As requested, here's who reviewed from PSPS and HC:

Bill Matthews, Deputy Minister, PSPC
James Stott, Assistant Deputy Minister, PSPC
Boris Uléhla, Senior General Counsel, PSPC

Stephen Lucas, Deputy Minister, HC
Ian Steward, President, PHAC
Pam Aung-Thin, Assistant Deputy Minister, HC

Frank Butara
Privy Council Office / Bureau du Conseil privé
Mobile: [redacted]

From: Butara, Frank
Sent: Friday, October 30, 2020 2:00 PM
To: Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
Subject: Messaging on House of Commons motion / Message sur la motion de la Chambre des communes

Hi Jean,

As requested, below is the translated email, ready to be shared with the comms community. Let me know if you need anything else.

Thanks,

Frank

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(*Le français suit…)*

Colleagues,

As you know, a motion was adopted by the House of Commons on October 26 to provide documents relating to the federal COVID-19 response. We are taking this motion very seriously, and we will try to fulfill this commitment within the allocated time frame.

One of the key issues that have emerged from this motion is the protection of confidential business information. As such, we have developed the holding lines below to help you respond to any potential media inquiries. We kindly ask that you flag any media calls pertaining to the motion to your PCO analyst.

Messages:

- *We understand that current and prospective contractors and regulated parties may have concerns about the recently adopted parliamentary motion and its implications for information held by the Government of Canada.*

- *The Government carefully and diligently manages proprietary and confidential business information and is guided* ***by the intent and principles*** *of the* Access to Information Act *and the agreed upon terms and conditions of specific contracts.*

- *We take this responsibility very seriously, and we will work closely with all concerned parties to ensure that information continues to be protected per our legal and contractual obligations.*

Please don't hesitate to speak to your PCO analyst if you have any questions or concerns.

Many thanks,

Ken or Jean

****

Chers collègues,

Comme vous le savez, le 26 octobre, la Chambre des communes a adopté une motion visant la production des documents relatifs aux mesures fédérales en réponse à la COVID-19. Nous prenons cette motion très au sérieux et nous nous efforcerons d'y donner suite dans les délais prescrits.

L'un des grands enjeux soulevés dans ce dossier concerne la protection des renseignements commerciaux confidentiels. Nous avons donc préparé les infocapsules ci-dessous pour vous aider à répondre à d'éventuelles demandes des médias. Nous vous prions de signaler à votre analyste du BCP tout appel des médias lié à la motion.

Infocapsules

- Nous sommes conscients que les entrepreneurs actuels ou potentiels et les parties réglementées puissent se préoccuper de la motion parlementaire adoptée récemment et de ses répercussions sur les renseignements que détient le gouvernement du Canada.

- Le gouvernement gère avec soin et diligence les renseignements commerciaux exclusifs et confidentiels. Il est guidé **par l'esprit et les principes** de la *Loi sur l'accès à l'information* et les modalités établies de contrats bien précis.

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- Nous prenons notre responsabilité très au sérieux et nous collaborerons étroitement avec les parties concernées afin de continuer à protéger ces renseignements conformément à nos obligations juridiques et contractuelles.

N'hésitez pas à vous adresser à votre analyste du BCP si vous avez la moindre question ou préoccupation.

Merci beaucoup,

Ken or Jean

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Simmering, William

From: Jeffrey, Tamara
Sent: Friday, November 20, 2020 3:48 PM
To: Rivet, Raymond
Cc: Cintrat, Jean
Subject: RE: Motion for the Production of Papers - COVID

Bonjour Raymond,

Tu devrais maintenant avoir acces au fichier. Si tu ne les voit pas dans le classeur « PCO Common Drive » il faudrait faire un sign out et sign in.

Merci,

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

From: Jeffrey, Tamara
Sent: Friday, November 20, 2020 3:05 PM
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: RE: Motion for the Production of Papers - COVID

Bonjour Raymond,

Je vérifie avec IT pour m'assurer que vous avez accès.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Friday, November 20, 2020 2:45 PM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: RE: Motion for the Production of Papers - COVID

Merci Tamara. Je ne vois pas les répertoires dans le S:\ drive. Dois-je demander accès auprès de IT? PCO-IT has created four (4) folders on the shared network drive ("S" drive) for each branch to store Outlook data files

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From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: 20 novembre 2020 14:34
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: RE: Motion for the Production of Papers - COVID

Bonjour Raymond,

Tel que discute avec Jean, voici les conseils et avis qui ont été partager avec les ministères ainsi que le tasking qui a été partager avec PCO pour la collecte de document.

Si vous avez des questions, n'hésiter pas à contacter avec Jean ou moi-même.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Friday, November 20, 2020 12:26 PM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: FW: Motion for the Production of Papers - COVID

Salut Tamara, je viens de parler à Raymond. Peux-tu stp lui envoyer le même message que tu as envoyé aux autres secteurs. Merci

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
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Cc: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: RE: Motion for the Production of Papers - COVID

Bonjour Jean. Pourrais-tu me contacter à ce sujet (ou quelqu'un de ton équipe)? Comms n'a pas reçu de tasking officiel en relation avec cette motion. D'habitude on reçoit nos taskings du bureau de notre sous-ministre.
Merci
RR
[redacted]

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: 12 novembre 2020 10:42
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: RE: Motion for the Production of Papers - COVID

Décision à venir. Ce sera sûrement LHP, pour commencer à tout le moins.

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From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Thursday, November 12, 2020 10:41 AM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: RE: Motion for the Production of Papers - COVID

Bonjour Jean. Qui fait la coordination (collection of documents) pour PCO?

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: 6 novembre 2020 18:23
To: Bombardier, Manon (HC/SC) <manon.bombardier@canada.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Shannon, Tara <Tara.Shannon@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Tremblay2, Genevieve (IC) <genevieve.tremblay2@canada.ca>; Jessica Kerr (ESDC) <jessica.kerr@hrsdc-rhdcc.gc.ca>; Ana Maia (IC) <ana.maia@canada.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Gaetan Champagne <gaetan.champagne@canada.ca>; Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-bcp.gc.ca>; Anna Romano (PHAC/ASPC) <anna.romano@canada.ca>; Munim, Ata-UL <Ata-UL.Munim@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Genevieve Tremblay <genevieve.tremblay2@canada.ca>; Isabelle Faustin <isabelle.faustin@canada.ca>; Jessica Kerr <jessica.kerr@hrsdc-rhdcc.gc.ca>; John Beaudoin <john.beaudoin@canada.ca>; Joseph Prokipcak <joseph.prokipcak@canada.ca>; Martine Pelletier <martine.pelletier@hrsdc-rhdcc.gc.ca'>; Annik Larocque (ESDC) <annik.larocque@hrsdc-rhdcc.gc.ca>; Cal Piché <Cal.Piche@cic.gc.ca>; Chad Mariage (ISED) <chad.mariage@canada.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Colleen Calvert (GAC) <colleen.calvert@international.gc.ca>; Corinne Boucher (SW) <corinne.boucher@cfc-swc.gc.ca>; Corri Barr (PSPC) <corri.barr@tpsgc-pwgsc.gc.ca>; Danica Vaillancourt (NRCAN) <danica.vaillancourt@canada.ca>; Etienne Caouette-Fraser (CMHC) <ecaouett@cmhc-schl.gc.ca>; Francois Masse (ISC) <francois.masse@canada.ca>; Ian Miller (DND) <ian.miller@forces.gc.ca>; Irene Balite (FIN) <irene.balite@canada.ca>; Iwan chan (ECCC) <iwan.chan@canada.ca>; Jacques Dufort (VAC) <Jacques.Dufort@canada.ca>; Janhabi Nandy (TBS) <janhabi.nandy@tbs-sct.gc.ca>; Jennifer Cleary (VAC) <jennifer.cleary@canada.ca>; Jennifer Mooney (DFO) <jennifer.mooney@dfo-mpo.gc.ca>; Jenny Ratansi-Rodrigues (PCH) <jenny.ratansi-rodrigues@canada.ca>; Jimmy M. Brrackenridge (TC) <jimmy.brackenridge@tc.gc.ca>; Karl El-Koura (INFC) <karl.elkoura@canada.ca>; katherine.macdonald (AAFC) <katherine.macdonald2@canada.ca>; Laura Corkill (PSPC) <laura.corkill@tpsgc-pwgsc.gc.ca>; Lisa Smylie (SW) <lisa.smylie@cfc-swc.gc.ca>; Lorraine McKenzie Presley (PS) <lorraine.mckenziepresley@canada.ca>; Lorraine Redekop (CRA) <lorraine.redekop@cra-arc.gc.ca>; Louise Hayes (TBS) <louise.hayes@tbs-sct.gc.ca>; Marc Vallières (PS) <marc.vallieres@canada.ca>; Martin Jourdenais (PCH) <martin.jourdenais@canada.ca>; Megan Weekes (DND) <megan.weekes@forces.gc.ca>; Melissa Devlin-Coull (INFC) <melissa.devlin-coull@canada.ca>; Michael Berg (GAC) <michael.berg@international.gc.ca>; Micheline Joanisse (NRCAN) <micheline.joanisse@canada.ca>; Monique Bevan SCC <monique.bevan@canada.ca>; Pamela Carstens (SSC) <pamela.carstens@canada.ca>; Paul comeau (ECCC) <paul.comeau@canada.ca>; Rebecca Barnes (GAC) <rebecca.barnes@international.gc.ca>; Riley Hennessey (DND) <riley.hennessey@forces.gc.ca>; Rima Hamoui (DFO) <rima.hamoui@dfo-mpo.gc.ca>; Sally Thorpe (INAC) <sally.thorpe@canada.ca>; Simon Cardinal (IRCC) <simon.cardinal@cic.gc.ca>; Sophie Bédard (AAFC) <sophie.bedard@canada.ca>; Stephanie Littlejohn IRCC <stephanie.littlejohn@cic.ca>; Tara Hall (CRA) <tara.hall@cra-arc.gc.ca>; Tiffany Caron (SSC) <Tiffany.Caron@canada.ca>; Timothea Gibb (INAC / ISC) <timothea.gibb@canada.ca>; Yanike Legault (JUS) <yanike.legault@justice.gc.ca>; Zachary Healy (JUS) <zachary.healy@justice.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Gray, Sarah <Sarah.Gray@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Lauzon, Adam <Adam.Lauzon@pco-bcp.gc.ca>; MacLean, Charles <Charles.MacLean@pco-bcp.gc.ca>; Mendes, Annesha <Annesha.Mendes@pco-bcp.gc.ca>; Munim, Ata-UL <Ata-UL.Munim@pco-bcp.gc.ca>; Nicholls, Melissa <Melissa.Nicholls@pco-bcp.gc.ca>; Oda, Michael <Michael.Oda@pco-bcp.gc.ca>; Peppy, Shaun <Shaun.Peppy@pco-bcp.gc.ca>; Bédard, Rachelle <Rachelle.Bedard@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-bcp.gc.ca>; Tumber, Reema <Reema.Tumber@pco-bcp.gc.ca>; Wittenburg, Shane <Shane.Wittenburg@pco-bcp.gc.ca>; Stringham, James <James.Stringham@justice.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Babad, Luke <Luke.Babad@pco-bcp.gc.ca>; Babad, Luke <Luke.Babad@pco-bcp.gc.ca>;

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Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; Jason, Rose Martine <RoseMartine.Jason@pco-bcp.gc.ca>; Adriana Simedrea (TC) <adriana.simedrea@tc.gc.ca>; Amelie Gelinas (PCH) <amelie.gelinas@canada.ca>; Andrea King INFC <andrea.king@canada.ca>; Annick Hector (ESDC) <annick.hector@hrsdc-rhdcc.gc.ca>; Benjamin Woodman (PSCP) <benjamin.woodman@tpsgc-pwgsc.gc.ca>; Bryan Kirk (ESDC) <bryan.kirk@hrsdc-rhdcc.gc.ca>; Catherine Morin (PCH) <catherine.morin@canada.ca>; Charles Choi VAC <Charles.choi2@canada.ca>; christian.vezeau@canada.ca; Claudine Bouvier(PSPC) <claudine.bouvier@tpsgc-pwgsc.gc.ca>; Dana Robinson <dana.robinson@tbs-sct.gc.ca>; Daniela Bolivar (INFC) <danelia.bolivar@canada.ca>; dyanna legare VAC <dyanna.legare@canada.ca>; Emilie Anne Duval (TBS) <emilieanne.duval@tbs-sct.gc.ca>; Francois Harvey (FIN) <francois.harvey@canada.ca>; Helga El-Zein (CRA) <Helga.El-Zein@cra-arc.gc.ca>; Isabelle LaFrenière (JUS) <isabelle.lafreniere@justice.gc.ca>; Jason Marshall (VAC) <jason.marshall@canada.ca>; Joanne Contant (AAFC) <joanne.contant@canada.ca>; Jordan Cicalo (HC) <jordan.cicalo@canada.ca>; Julie Samson (ESDC) <julie.samson@hrsdc-rhdcc.gc.ca>; Laura Braun (PS) <laura.braun@canada.ca>; Marc Langis (PCH) <marc.langis@canada.ca>; Mark Power (JUS) <mark.power@justice.gc.ca>; Michael Ricco (ISED) <michael.ricco@canada.ca>; Nastassia Mahdi (INFC) <nastassia.mahdi@canada.ca>; Baker, Nicole <Nicole.Baker@pco-bcp.gc.ca>; Peter Ferguson (DFO) <Peter.Ferguson@dfo-mpo.gc.ca>; Ramzi Yonis (DFO) <ramzi.yonis@dfo-mpo.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Rossano Bernardi (CRA) <Rossano.Bernardi@cra-arc.gc.ca>; ryan.wichers (SSC) <ryan.wichers@canada.ca>; Sanjay Vachali (PSPC) <Sanjay.Vachali@tpsgc-pwgsc.gc.ca>; Stephane McNicholl (NRCAN) <stephane.mcnicholl@canada.ca>; Stephanie Littlejohn CIC <Stephanie.Littlejohn@cic.gc.ca>; Susan Nadon <susan.nadon@canada.ca>; Tanya Guay (VAC) <tanya.guay@canada.ca>; Winnie Pang CWC <winnie.pang@cfc-swc.gc.ca>; Wladyslaw Kinastowsk (CRA) <Wladyslaw.Kinastowski@cra-arc.gc.ca>
Subject: Motion for the Production of Papers - COVID

[Please forward this message to your respective ADMs]

Good afternoon,

On October 26, the House of Commons adopted a motion ordering the production of documents related to the government's response to the COVID-19 Pandemic.
The Privy Council Office (PCO) will be coordinating this undertaking across government. Please disregard any previous taskings.
Guidance on translation, redactions and scoping will be provided by PCO as soon as possible.
In the meantime, we ask that all departments in possession of relevant documents do the following:

1. Identify all relevant documents
2. Do not alter the documents (keep them in their original form)
3. Do not convert the documents into another format (ie PDF)
4. Do not redact the documents
5. Do not translate the documents

To compile the Government's response to the motion, we will use an eDiscovery document review platform called Ringtail to store all responsive documents, and to review and redact them. Two databases will be created – one rated for Secret documents, another for Protected B and unclassified documents. These databases will be housed in the Ringtail environments of the Department of Justice.
Ringtail has several analytics functions that will make document review and redaction more efficient and consistent:

- Identical documents can be identified: duplicates can be eliminated from review.
- Chains of emails can be identified and only those emails needed to provide all the content in the email chain need be reviewed.
- Documents are fully indexed and their content can be searched.
- Documents that are conceptually related can be clustered and tasked to the same reviewer.
- Workflows can direct documents to reviewers in structured assignments; progress on assignments can be monitored; when they have been reviewed, documents can be put into new workflows for quality control assessment.

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The analytics functions of Ringtail require that we collect documents in their native format: their content and metadata should not be altered. This means that documents *should be left where they are.* They should not be moved from their current location until instructed to do so. Documents will be reviewed and redacted in Ringtail, so they should not be redacted before they are collected and sent to Justice.

We are asking you refrain from collecting documents at this time so that we can provide you and your IT staff with further guidance on how to do collection in a way that preserves the content and metadata of the documents. We will also provide guidance on how those who have responsive documents can preserve them until they are collected. Finally, we will provide direction on how to send your document collections to Justice for loading into Ringtail. In the meantime, we ask that you continue to identify the documents that you have in your possession that are responsive to the motion. Departments are responsible for coordinating this production of documents within their portfolio

As indicated in guidance provided on October 28, we ask that:

- For section (u), HC, PCO and PHAC identify all documents prepared between January 1, 2018 and October 26, 2020 inclusive concerning options, plans and preparations for the GPHIN.
- For section (v), all departments identify all communications made between the government and the WHO between January 1, 2018 and October 26, 2020 inclusive concerning options, plans and preparations for any future operation, or absence thereof, of the GPHIN.
- For sections (w) and (x), HC, PCO, and PHAC identify all documents prepared between March 19, 2020 and October 26, 2020 inclusive concerning:
    a) plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19; and
    b) plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields.
- For section (y), all departments identify all documents prepared up to October 26, 2020 inclusive relating to the COVID-19 Vaccine Task Force and its subcommittees.
- For section (z), all departments identify all documents prepared up to October 26, 2020 inclusive concerning the Government of Canada's COVID-19 vaccine distribution and monitoring strategy.

Please note that a conference call of Deputy Ministers will be held on Monday to continue discussions about this process.

If you have any questions, please contact: Jean Cintrat (jean.cintrat@pco-bcp.gc.ca) or Tamara Jeffrey (tamara.jeffrey@pco-bcp.gc.ca)

Text of the motion (parts related to the production of documents):

(u) an order of the House do issue for all memoranda, emails, documents, notes or other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Safety and Emergency Preparedness, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning options, plans and preparations for the GPHIN since January 1, 2018;

(v) an order of the House do issue for a record of all communications between the government and the WHO in respect of options, plans or preparations for any future operation, or absence thereof, of the GPHIN, since January 1, 2018;

(w) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19, since March 19, 2020;

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(x) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Prime Minister's Office, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada concerning plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields, since March 19, 2020;

(y) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the COVID-19 Vaccine Task Force and its subcommittees;

(z) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the Government of Canada's COVID-19 vaccine distribution and monitoring strategy, including, but not limited to anticipated timelines for the distribution of an approved COVID-19 vaccine across Canada and the prioritization of population groups for vaccination;

(aa) minutes of meetings of the cabinet and its committees be excluded from this order and all documents issued pursuant to this order (i) be organized by department and be provided to the Office of the Law Clerk and Parliamentary Counsel as soon as is practicable in light of the pandemic, but, in any event, not later than November 30, 2020, and, if this is not possible, the Clerk of the Privy Council may request an extension of no more than seven days, by writing a letter to the committee, (ii) be vetted for matters of personal privacy information and national security, and, with respect to paragraph (y) only, be additionally vetted for information the disclosure of which could reasonably be expected to interfere with contractual or other negotiations between the Government of Canada and a third party, by the Law Clerk and Parliamentary Counsel within seven days of the receipt of the documents, (iii) be laid upon the table by the Speaker, at the next earliest opportunity, once vetted, and permanently referred to the Standing Committee on Health; and

(bb) within seven days after all documents have been tabled pursuant to paragraph (aa), the Minister of Health, the Minister of Public Services and Procurement, the Minister of Public Safety and Emergency Preparedness, and the Minister of Innovation, Science and Industry be ordered to appear separately as witnesses before the Standing Committee on Health, for at least three hours each.

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Simmering, William

From: Cintrat, Jean
Sent: Friday, November 20, 2020 12:26 PM
To: Jeffrey, Tamara
Cc: Rivet, Raymond
Subject: FW: Motion for the Production of Papers - COVID

Salut Tamara, je viens de parler à Raymond. Peux-tu stp lui envoyer le même message que tu as envoyé aux autres secteurs. Merci

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Subject: RE: Motion for the Production of Papers - COVID

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Merci
RR

s.16(2)

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Sent: 12 novembre 2020 10:42
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: RE: Motion for the Production of Papers - COVID

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From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
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swc.gc.ca>; Wladyslaw Kinastowsk (CRA) <Wladyslaw.Kinastowski@cra-arc.gc.ca>
Subject: Motion for the Production of Papers - COVID

[Please forward this message to your respective ADMs]

Good afternoon,

On October 26, the House of Commons adopted a motion ordering the production of documents related to the government's response to the COVID-19 Pandemic.
The Privy Council Office (PCO) will be coordinating this undertaking across government. Please disregard any previous taskings.
Guidance on translation, redactions and scoping will be provided by PCO as soon as possible.
In the meantime, we ask that all departments in possession of relevant documents do the following:

1. Identify all relevant documents
2. Do not alter the documents (keep them in their original form)
3. Do not convert the documents into another format (ie PDF)
4. Do not redact the documents
5. Do not translate the documents

To compile the Government's response to the motion, we will use an eDiscovery document review platform called Ringtail to store all responsive documents, and to review and redact them. Two databases will be created – one rated for Secret documents, another for Protected B and unclassified documents. These databases will be housed in the Ringtail environments of the Department of Justice.
Ringtail has several analytics functions that will make document review and redaction more efficient and consistent:

- Identical documents can be identified: duplicates can be eliminated from review.
- Chains of emails can be identified and only those emails needed to provide all the content in the email chain need be reviewed.
- Documents are fully indexed and their content can be searched.
- Documents that are conceptually related can be clustered and tasked to the same reviewer.
- Workflows can direct documents to reviewers in structured assignments; progress on assignments can be monitored; when they have been reviewed, documents can be put into new workflows for quality control assessment.

The analytics functions of Ringtail require that we collect documents in their native format: their content and metadata should not be altered. This means that documents *should be left where they are.* They should not be moved from their current location until instructed to do so. Documents will be reviewed and redacted in Ringtail, so they should not be redacted before they are collected and sent to Justice.
We are asking you refrain from collecting documents at this time so that we can provide you and your IT staff with further guidance on how to do collection in a way that preserves the content and metadata of the documents. We will also provide guidance on how those who have responsive documents can preserve them until they are collected. Finally, we will provide direction on how to send your document collections to Justice for loading into Ringtail. In the meantime, we ask that you continue to identify the documents that you have in your possession that are responsive to the motion.
Departments are responsible for coordinating this production of documents within their portfolio

As indicated in guidance provided on October 28, we ask that:

- For section (u), HC, PCO and PHAC identify all documents prepared between January 1, 2018 and October 26, 2020 inclusive concerning options, plans and preparations for the GPHIN.
- For section (v), all departments identify all communications made between the government and the WHO between January 1, 2018 and October 26, 2020 inclusive concerning options, plans and preparations for any future operation, or absence thereof, of the GPHIN.
- For sections (w) and (x), HC, PCO, and PHAC identify all documents prepared between March 19, 2020 and October 26, 2020 inclusive concerning:

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a) plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19; and
b) plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields.

- For section (y), all departments identify all documents prepared up to October 26, 2020 inclusive relating to the COVID-19 Vaccine Task Force and its subcommittees.
- For section (z), all departments identify all documents prepared up to October 26, 2020 inclusive concerning the Government of Canada's COVID-19 vaccine distribution and monitoring strategy.

Please note that a conference call of Deputy Ministers will be held on Monday to continue discussions about this process.

If you have any questions, please contact: Jean Cintrat (jean.cintrat@pco-bcp.gc.ca) or Tamara Jeffrey (tamara.jeffrey@pco-bcp.gc.ca)

Text of the motion (parts related to the production of documents):

(u) an order of the House do issue for all memoranda, emails, documents, notes or other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Safety and Emergency Preparedness, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning options, plans and preparations for the GPHIN since January 1, 2018;

(v) an order of the House do issue for a record of all communications between the government and the WHO in respect of options, plans or preparations for any future operation, or absence thereof, of the GPHIN, since January 1, 2018;

(w) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19, since March 19, 2020;

(x) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Prime Minister's Office, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada concerning plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields, since March 19, 2020;

(y) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the COVID-19 Vaccine Task Force and its subcommittees;

(z) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the Government of Canada's COVID-19 vaccine distribution and monitoring strategy, including, but not limited to anticipated timelines for the distribution of an approved COVID-19 vaccine across Canada and the prioritization of population groups for vaccination;

(aa) minutes of meetings of the cabinet and its committees be excluded from this order and all documents issued pursuant to this order (i) be organized by department and be provided to the Office of the Law Clerk and Parliamentary Counsel as soon as is practicable in light of the pandemic, but, in any event, not later than November 30, 2020, and, if this is not possible, the Clerk of the Privy Council may request an extension of no more than seven days, by writing a letter to the committee, (ii) be vetted for matters of personal privacy information and national security, and, with respect to paragraph (y) only, be additionally vetted for information the disclosure of which could reasonably be expected to interfere with contractual or other negotiations between the Government of Canada and a third party, by the Law Clerk and Parliamentary Counsel within seven

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days of the receipt of the documents, (iii) be laid upon the table by the Speaker, at the next earliest opportunity, once vetted, and permanently referred to the Standing Committee on Health; and

(bb) within seven days after all documents have been tabled pursuant to paragraph (aa), the Minister of Health, the Minister of Public Services and Procurement, the Minister of Public Safety and Emergency Preparedness, and the Minister of Innovation, Science and Industry be ordered to appear separately as witnesses before the Standing Committee on Health, for at least three hours each.

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Simmering, William

From: Martel, Camille
Sent: Friday, November 20, 2020 3:26 PM
To: Cummings, Laura; Charlebois, Philippe
Subject: RE: FOR QUICK REVIEW -- COVID motion MLQAs

Hi Laura,
Here are my comments:

- Great job overall. Looks really good.
- I'd add the exact date on which the motion was adopted in the issue section at the top.

Well done!
Camille

From: Cummings, Laura <Laura.Cummings@pco-bcp.gc.ca>
Sent: Friday, November 20, 2020 3:09 PM
To: Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>; Martel, Camille <Camille.Martel@pco-bcp.gc.ca>
Subject: FOR QUICK REVIEW -- COVID motion MLQAs
Importance: High

Hi folks –

Would either/both of you have time to take a quick look at the draft MLQAs on the motion?

Camille – I reached out to Jean C. but haven't been able to connect with him. I did try to keep a couple of the issues you raised in mind when drafting this, though. MRU also confirmed we don't have any previous responses or messaging on this.

Would deeply appreciate any input you might have in the next little bit; I'd like to flip these to Frank by around 4 p.m.

Thanks very much!

Laura Cummings

Senior Analyst, Strategic Communications
Privy Council Office / Government of Canada
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Simmering, William

From: Rivet, Raymond
Sent: Saturday, November 21, 2020 8:10 AM
To: MacKillop, Ken
Cc: Tessier, Jean; Chretien, Kimberley; Hamel, Guylaine
Subject: FW: 26 Oct motion guidance / directives
Attachments: Nov 13 tasking COVID PRÉLIMINAIRE FR.docx; Tasking COVID Nov 13 EN PRELIMINARY.docx

Attachment is duplicate

Good morning. Once we get a response on this, I can task both Comms and the Hub. I don't expect that Comms has a lot of documents that correspond to the motion as written. As a result, I don't think we need to task all the directors and managers in Comms (that we normally task). In terms of the Nov 30 deadline, Jean Cintrat indicated that the approach will likely be that the documents that have been collected by the deadline will be provided but the exercise to collect documents will extend beyond that date.

From: Rivet, Raymond
Sent: 20 novembre 2020 13:09
To: Muir, Alexandra <Alexandra.Muir@pco-bcp.gc.ca>
Cc: Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Subject: FW: 26 Oct motion guidance / directives

Good afternoon Alex. I just spoke to Jean Cintrat about this motion. He indicated that the tasking was sent to Phil Jennings' office yesterday.
I'd like to confirm that it will be sent to Ken's office for action. I ask because I will be coordinating the response for Comms and for the COVID Secretariat (Comms).
Thanks in advance.

Raymond Rivet
613-513-5073

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca> **s.15(1)**
Sent: 18 novembre 2020 16:58
To: Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; [redacted] Bombardier, Manon (HC/SC) <manon.bombardier@canada.ca>; Annik Larocque (ESDC) <annik.larocque@hrsdc-rhdcc.gc.ca>; Cal Piché <Cal.Piche@cic.gc.ca>; Chad Mariage (ISED) <chad.mariage@canada.ca>; Colleen Calvert (GAC) <colleen.calvert@international.gc.ca>; Corinne Boucher (SW) <corinne.boucher@cfc-swc.gc.ca>; Corri Barr (PSPC) <corri.barr@tpsgc-pwgsc.gc.ca>; Danica Vaillancourt (NRCAN) <danica.vaillancourt@canada.ca>; Etienne Caouette-Fraser (CMHC) <ecaouett@cmhc-schl.gc.ca>; Francois Masse (ISC) <francois.masse@canada.ca>; Ian Miller (DND) <ian.miller@forces.gc.ca>; Irene Balite (FIN) <irene.balite@canada.ca>; Iwan chan (ECCC) <iwan.chan@canada.ca>; Jacques Dufort (VAC) <Jacques.Dufort@canada.ca>; Janhabi Nandy (TBS) <janhabi.nandy@tbs-sct.gc.ca>; Jennifer Cleary (VAC) <jennifer.cleary@canada.ca>; Jennifer Mooney (DFO) <jennifer.mooney@dfo-mpo.gc.ca>; Jenny Ratansi-Rodrigues (PCH) <jenny.ratansi-rodrigues@canada.ca>; Jessica Kerr (ESDC) <jessica.kerr@hrsdc-rhdcc.gc.ca>; Jimmy M. Brrackenridge (TC) <jimmy.brackenridge@tc.gc.ca>; Joe Prokipcak (Health Canada) <joseph.prokipcak@canada.ca>; Karl El-Koura (INFC) <karl.elkoura@canada.ca>; katherine.macdonald (AAFC) <katherine.macdonald2@canada.ca>; Laura Corkill (PSPC) <laura.corkill@tpsgc-pwgsc.gc.ca>; Lisa Smylie (SW) <lisa.smylie@cfc-swc.gc.ca>; Lorraine McKenzie Presley (PS) <lorraine.mckenziepresley@canada.ca>; Lorraine Redekop (CRA) <lorraine.redekop@cra-arc.gc.ca>; Louise

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Subject: RE: 26 Oct motion guidance / directives

Good afternoon, this guidance is confirmed. As noted, more guidance will be provided later as required. Please continue to provide your records to the Department of Justice for uploading into Ringtail.
Thank you

Bonjour, nous confirmons ces directives. Tel qu'indiqué, d'autres directives seront fournies plus tard au besoin. Veuillez continuer à fournir vos documents au ministère de la Justice pour les télécharger dans Ringtail.
Merci

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From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Friday, November 13, 2020 3:42 PM
To: Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; [redacted]Bombardier, Manon (HC/SC) <manon.bombardier@canada.ca>; Annik Larocque (ESDC) <annik.larocque@hrsdc-rhdcc.gc.ca>; Cal Piché <Cal.Piche@cic.gc.ca>; Chad Mariage (ISED) <chad.mariage@canada.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Colleen Calvert (GAC) <colleen.calvert@international.gc.ca>; Corinne Boucher (SW) <corinne.boucher@cfc-swc.gc.ca>; Corri Barr (PSPC) <corri.barr@tpsgc-pwgsc.gc.ca>; Danica Vaillancourt (NRCAN) <danica.vaillancourt@canada.ca>; Etienne Caouette-Fraser (CMHC) <ecaouett@cmhc-schl.gc.ca>; Francois Masse (ISC) <francois.masse@canada.ca>; Ian Miller (DND) <ian.miller@forces.gc.ca>; Irene Balite (FIN) <irene.balite@canada.ca>; Iwan chan (ECCC) <iwan.chan@canada.ca>; Jacques Dufort (VAC) <Jacques.Dufort@canada.ca>; Janhabi Nandy (TBS) <janhabi.nandy@tbs-sct.gc.ca>; Jennifer Cleary (VAC) <jennifer.cleary@canada.ca>; Jennifer Mooney (DFO) <jennifer.mooney@dfo-mpo.gc.ca>; Jenny Ratansi-Rodrigues (PCH) <jenny.ratansi-rodrigues@canada.ca>; Jessica Kerr (ESDC) <jessica.kerr@hrsdc-rhdcc.gc.ca>; Jimmy M. Brrackenridge (TC) <jimmy.brackenridge@tc.gc.ca>; Joe Prokipcak (Health Canada) <joseph.prokipcak@canada.ca>; Karl El-Koura (INFC) <karl.elkoura@canada.ca>; katherine.macdonald (AAFC) <katherine.macdonald2@canada.ca>; Laura Corkill (PSPC) <laura.corkill@tpsgc-pwgsc.gc.ca>; Lisa Smylie (SW) <lisa.smylie@cfc-swc.gc.ca>; Lorraine McKenzie Presley (PS) <lorraine.mckenziepresley@canada.ca>; Lorraine Redekop (CRA) <lorraine.redekop@cra-arc.gc.ca>; Louise Hayes (TBS) <louise.hayes@tbs-sct.gc.ca>; Marc Vallières (PS) <marc.vallieres@canada.ca>; Martin Jourdenais (PCH) <martin.jourdenais@canada.ca>; Megan Weekes (DND) <megan.weekes@forces.gc.ca>; Melissa Devlin-Coull (INFC) <melissa.devlin-coull@canada.ca>; Michael Berg (GAC) <michael.berg@international.gc.ca>; Micheline Joanisse (NRCAN) <micheline.joanisse@canada.ca>; Monique Bevan SCC <monique.bevan@canada.ca>; Pamela Carstens (SSC) <pamela.carstens@canada.ca>; Paul comeau (ECCC) <paul.comeau@canada.ca>; Rebecca Barnes (GAC) <rebecca.barnes@international.gc.ca>; Riley Hennessey (DND) <riley.hennessey@forces.gc.ca>; Rima Hamoui (DFO) <rima.hamoui@dfo-mpo.gc.ca>; Sally Thorpe (INAC) <sally.thorpe@canada.ca>; Simon Cardinal (IRCC) <simon.cardinal@cic.gc.ca>; Sophie Bédard (AAFC) <sophie.bedard@canada.ca>; Stephanie Littlejohn IRCC <stephanie.littlejohn@cic.ca>; Tara Hall (CRA) <tara.hall@cra-arc.gc.ca>; Tiffany Caron (SSC) <Tiffany.Caron@canada.ca>; Timothea Gibb (INAC / ISC) <timothea.gibb@canada.ca>; Yanike Legault (JUS) <yanike.legault@justice.gc.ca>; Zachary Healy (JUS) <zachary.healy@justice.gc.ca>; Ana Maia (IC) <ana.maia@canada.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Gaetan Champagne <gaetan.champagne@canada.ca>; Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-bcp.gc.ca>; Anna Romano (PHAC/ASPC) <anna.romano@canada.ca>; Munim, Ata-UL <Ata-UL.Munim@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Genevieve Tremblay <genevieve.tremblay2@canada.ca>; Isabelle Faustin <isabelle.faustin@canada.ca>; James Scott <James.Stott@pwgsc-tpsgc.gc.ca>; John Beaudoin <john.beaudoin@canada.ca>; Kendal Weber <kendal.weber@canada.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Martine Pelletier <martine.pelletier@hrsdc-rhdcc.gc.ca'>; Peppy, Shaun <Shaun.Peppy@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Stringham, James <James.Stringham@justice.gc.ca>; Burnett, John <John.Burnett@nrc-cnrc.gc.ca>; Adriana Simedrea (TC) <adriana.simedrea@tc.gc.ca>; Amelie Gelinas (PCH) <amelie.gelinas@canada.ca>; Andrea King INFC <andrea.king@canada.ca>; Annick Hector (ESDC) <annick.hector@hrsdc-rhdcc.gc.ca>; Benjamin Woodman (PSCP) <benjamin.woodman@tpsgc-pwgsc.gc.ca>; Bryan Kirk (ESDC) <bryan.kirk@hrsdc-rhdcc.gc.ca>; Catherine Morin (PCH) <catherine.morin@canada.ca>; Charles Choi VAC <Charles.choi2@canada.ca>; christian.vezeau@canada.ca; Claudine Bouvier(PSPC) <claudine.bouvier@tpsgc-pwgsc.gc.ca>; Dana Robinson <dana.robinson@tbs-sct.gc.ca>; Daniela Bolivar (INFC) <danelia.bolivar@canada.ca>; dyanna legare VAC <dyanna.legare@canada.ca>; Emilie Anne Duval (TBS) <emilieanne.duval@tbs-sct.gc.ca>; Francois Harvey (FIN) <francois.harvey@canada.ca>; Helga El-Zein (CRA) <Helga.El-Zein@cra-arc.gc.ca>; Isabelle LaFrenière (JUS) <isabelle.lafreniere@justice.gc.ca>; Jason Marshall (VAC) <jason.marshall@canada.ca>; Joanne Contant (AAFC) <joanne.contant@canada.ca>; Jordan Cicalo (HC) <jordan.cicalo@canada.ca>; Julie Samson (ESDC) <julie.samson@hrsdc-rhdcc.gc.ca>; Laura Braun (PS) <laura.braun@canada.ca>; Marc Langis (PCH) <marc.langis@canada.ca>; Mark Power (JUS) <mark.power@justice.gc.ca>; Michael Ricco (ISED) <michael.ricco@canada.ca>; Nastassia Mahdi (INFC) <nastassia.mahdi@canada.ca>; Baker, Nicole <Nicole.Baker@pco-bcp.gc.ca>; Peter Ferguson (DFO) <Peter.Ferguson@dfo-mpo.gc.ca>; Bédard, Rachelle <Rachelle.Bedard@pco-bcp.gc.ca>; Ramzi Yonis (DFO)

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<ramzi.yonis@dfo-mpo.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Rossano Bernardi (CRA) <Rossano.Bernardi@cra-arc.gc.ca>; ryan.wichers (SSC) <ryan.wichers@canada.ca>; Sanjay Vachali (PSPC) <Sanjay.Vachali@tpsgc-pwgsc.gc.ca>; Stephane McNicholl (NRCAN) <stephane.mcnicholl@canada.ca>; Stephanie Littlejohn CIC <Stephanie.Littlejohn@cic.gc.ca>; Susan Nadon <susan.nadon@canada.ca>; Tanya Guay (VAC) <tanya.guay@canada.ca>; Winnie Pang CWC <winnie.pang@cfc-swc.gc.ca>; Wladyslaw Kinastowsk (CRA) <Wladyslaw.Kinastowski@cra-arc.gc.ca>
Subject: 26 Oct motion guidance / directives

Good afternoon,
Please find attached preliminary guidance concerning the motion adopted by the House of Commons on October 26. Confirmation of the guidance will be provided on Monday.

Bonjour,
Veuillez trouver ci-joint des directives préliminaires concernant la motion adoptée par la Chambre des communes le 26 octobre. Nous confirmerons ces directives lundi.

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Simmering, William

From: Butara, Frank
Sent: Sunday, November 22, 2020 5:30 PM
To: Cintrat, Jean
Cc: Cummings, Laura
Subject: Re: FOR REVIEW -- Draft media lines/Qs&As on COVID motion

Thanks, we will let her know.

Frank

Sent from my iPhone

On Nov 22, 2020, at 5:29 PM, Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca> wrote:

In the morning. I've already engaged Maia with suggestions. She will want to approve before they go to Isabelle.

From: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Sent: Sunday, November 22, 2020 5:27 PM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Cc: Cummings, Laura <Laura.Cummings@pco-bcp.gc.ca>
Subject: Re: FOR REVIEW -- Draft media lines/Qs&As on COVID motion

Thanks Jean. Our DM Isabelle Mondou is looking for a set of MLQAs ASAP... can you provide an eta so we can manage expectations? Many thanks!

Sent from my iPhone

On Nov 22, 2020, at 12:23 PM, Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca> wrote:

Working on it. Will circle back soonest.

From: Cummings, Laura <Laura.Cummings@pco-bcp.gc.ca>
Sent: Sunday, November 22, 2020 11:53 AM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Cc: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Subject: Re: FOR REVIEW -- Draft media lines/Qs&As on COVID motion

Hi Jean —

Hope you're well and apologies for reaching out on the weekend.

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Just wondering if it would be possible to get your comments on this by tomorrow morning? We're aiming to continue approvals tomorrow soonest.

Thanks again,
Laura

On Nov 20, 2020, at 4:23 PM, Cummings, Laura <Laura.Cummings@pco-bcp.gc.ca> wrote:

> Hi again Jean –
>
> Hope you're doing well!
>
> Further to my earlier e-mail, please find attached some draft media lines/Q&As we've developed on the COVID motion for your review and input.
>
> These MLQAs are intended to provide whole-of-government messaging about our response to the motion, given the upcoming Nov. 30th deadline.
>
> We're hoping to continue these through approvals soonest, so if it's at all possible to get your comments by **noon tomorrow (Nov. 21)** that would be hugely appreciated. In particular, we're hoping to get your feedback on potential vulnerabilities or other points of interest the lines/answers should address. We've also provided them concurrently to the Clerk's Communications team as well as Media Relations for their comments.
>
> Don't hesitate to let me know if there are any issues or questions.
>
> Kind regards,
>
> **Laura Cummings**
>
> Senior Analyst, Strategic Communications
> Privy Council Office / Government of Canada
> laura.cummings@pco-bcp.gc.ca / Tel.: [redacted] s.16(2)
>
> Analyste principale, Communications stratégiques
> Bureau du conseil privé / Gouvernement du Canada
> laura.cummings@pco-bcp.gc.ca / Tel.: [redacted]
>
> <PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-11-20.docx>

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Simmering, William

From: Cummings, Laura
Sent: Monday, November 23, 2020 11:49 AM
To: Butara, Frank
Cc: Martel, Camille; Charlebois, Philippe
Subject: List of depts for COVID motion

Hi again Frank –

Here's the list of implicated departments for the COVID motion from L&HP (of note, departments are conducting the search for their entire portfolio but these are the ones that have been identified at this point):

- CIRNA
- DND
- Finance
- GAC
- HC (including PHAC and CIHR)
- ISED (including NRC)
- Justice
- PCO
- PS (including CBSA, RCMP and CSIS)
- PSPC
- TC
- TBS

Thanks very much!

Laura Cummings

s.16(2)

Senior Analyst, Strategic Communications
Privy Council Office / Government of Canada
laura.cummings@pco-bcp.gc.ca / Tel.: [redacted]

Analyste principale, Communications stratégiques
Bureau du conseil privé / Gouvernement du Canada
laura.cummings@pco-bcp.gc.ca / Tel.: [redacted]

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Simmering, William

From: Cummings, Laura
Sent: Monday, November 23, 2020 4:36 PM
To: Mondou, Isabelle; Butara, Frank
Cc: Tessier, Jean; MacKillop, Ken; Chretien, Kimberley
Subject: RE: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-11-23
Attachments: PCO_COVID Motion_MLQAs_EN_Draft-V3_2020-11-23.docx

Hi Isabelle –

As discussed, please find attached the revised lines.

Thanks very much,
Laura

Laura.cummings@pco-bcp.gc.ca
Cell | Céllulaire : [redacted]

From: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Sent: Monday, November 23, 2020 3:53 PM
To: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Cc: Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Cummings, Laura <Laura.Cummings@pco-bcp.gc.ca>
Subject: RE: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-11-23

Yes, I am. I will share as a draft.

From: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Sent: Monday, November 23, 2020 3:52 PM
To: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Cc: Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Cummings, Laura <Laura.Cummings@pco-bcp.gc.ca>
Subject: Re: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-11-23

Hi,

Departments have not yet been engaged on these media lines. We were going to discuss them on our call tomorrow with implicated departments.

Laura will be updating the lines ASAP and provide them on this email chain. A reminder that some data is not yet available (ie. translation costs, etc.)

Are you ok to send these to the deputy clerk as draft until departments have been engaged and we have confirmed financial data? Depending on what other QAs are added, a legal review may be required.

Please advise.

Thanks,

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Frank

Sent from my iPhone

On Nov 23, 2020, at 3:32 PM, Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca> wrote:

Frank:

I have reviewed and made only few small comments.

I understand that this version has been reviewed by Maia and Jean.

At this stage, has other departments been consulted?

I would like to send the revised version to the Deputy Clerk today if possible.
<PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-11-23.docx>

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Media Lines

Motion on production of documents (COVID-19 pandemic response)

ISSUE

On Oct. 26, 2020, the House of Commons adopted a motion ordering the production of documents related to the federal government's response to the COVID-19 pandemic. The current deadline to submit the documents is Monday, Nov. 30.

These media lines/Qs&As are intended to provide messaging on the whole-of-government response to this motion.

BACKGROUND

On Oct. 26, 2020, the House of Commons adopted a motion ordering the production of documents related to the federal government's response to the COVID-19 pandemic. A number of federal government departments are implicated in the motion, including:

- Health Canada
- Public Health Agency of Canada
- Innovation, Science and Economic Development Canada
- Privy Council Office
- Public Safety Canada
- Public Services and Procurement Canada

Departments are working to retrieve records primarily dating back to March 2019. The documents will be used as part of a health committee study into the federal government's COVID-19 response.

The motion requires the Government of Canada to respond by Nov. 30. It also includes a provision allowing the federal government to request a seven-day extension to that deadline.

Some stakeholders, including industry organizations, members of the federal vaccine task force, and pharmaceutical companies, have publicly expressed concerns about the motion, citing issues with the potential release of confidential business information and noting that public servants would be required to devote resources to respond to the motion in lieu of supporting ongoing operations.

DRAFT

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MEDIA LINES

Key messages

- The Government of Canada is committed to continuing to work with provinces, territories, municipalities, and Indigenous communities to respond to the pandemic and keep Canadians safe and healthy.

- We take this motion and the Government of Canada's duty to support the work of House of Commons committees very seriously.

- The Government of Canada has been actively working to respond to the motion since it was adopted. A number of federal departments have been undertaking thorough reviews of their files to gather the requested documents.

- Since the beginning of the COVID-19 pandemic, many federal departments have been working to support the Government of Canada's pandemic response. This work has touched on a broad range of important areas, such as healthcare, procurement, and regulations.

- Given the considerable scope of this work, the ability to produce all relevant documents is a significant undertaking.

QUESTIONS AND ANSWERS

Q1) Will the Government of Canada be ready to hand over these documents by Nov. 30?

The Government of Canada has been actively working to respond to the motion. A number of federal departments have been undertaking thorough reviews of their files to gather the requested documents. These departments include:

- Health Canada
- Innovation, Science and Economic Development Canada
- Privy Council Office
- Public Health Agency of Canada
- Public Safety
- Public Services and Procurement Canada

Given the considerable scope of the pandemic response, the ability to produce all relevant documents is a significant undertaking.

DRAFT

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Q2) Will the Clerk request an extension to the Nov. 30 deadline?

If an extension has not been requested

- At this time, we have not requested an extension to the Nov. 30 deadline. We continue to do a complete and exhaustive search to identify the relevant records.

If an extension has been requested

- As provided for in the motion, we have requested a seven-day extension to the original deadline of Nov. 30.
- This was done to ensure that departments are able to complete a thorough and exhaustive search of their records.

Commented [WM1]: Once Clerk letter sent to Law Clerk, will want to ensure that messages are consistent - letter may get into some details about Government's approach that aren't currently public

Q3) What about documents that contain commercial or business sensitivities? How will they be handled?

We understand that current and prospective contractors and regulated parties may have concerns about the motion and its implications for information held by the Government of Canada.

The Government of Canada carefully and diligently manages proprietary and confidential business information and is guided by the intent and principles of the *Access to Information Act* and the agreed upon terms and conditions of specific contracts.

We take this responsibility very seriously, and we will work closely with all concerned parties to ensure that information continues to be protected per our legal and contractual obligations.

s.20(1)(b)

Commented [WM2]: Understand that responses to [redacted] and [redacted] are in development. Once finalized, should check to ensure language aligned.

Q4) What will this motion cost the Government of Canada and how many resources have been used to respond to it? Have pandemic operations been affected?

Though resources have been directed to be able to fulfil this request, each department continues to play its role in supporting the Government of Canada's pandemic response.

Before documents are submitted

As the work of gathering the requested documents is ongoing, we cannot provide an estimate of the resource implications at this time.

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After documents are submitted

The estimated financial cost of responding to the motion was $XX. Approximately XX full-time employees (FTEs) were involved in the response, working a total of approximately XX hours.

Q5) How many documents will be handed over to the committee?

Before documents are submitted

As departments are continuing to search for and gather the requested documents, we are presently unable to confirm this.

After documents are submitted

Approximately XXXX documents from 12 departments were provided to the committee.

Q6) What are the Government of Canada's plans regarding vaccines?

The Government of Canada is committed to protecting the health and safety of Canadians and has a rigorous scientific review system in place to ensure vaccines are safe and effective in preventing the diseases they target.

On November 3, 2020, the Public Health Agency of Canada (PHAC) published preliminary guidance developed by the National Advisory Committee on Immunization (NACI) on key populations for early COVID-19 immunization. NACI's recommendations will help inform federal, provincial and territorial (FPT) governments in making decisions on how to use what vaccine supply we have.

The Government of Canada is well positioned to ensure that Canadians can be vaccinated against COVID-19. We have contracts in place to secure a large inventory of vaccines from various sources. This will give us access to six potential vaccines with up to 282 million doses, including those that have produced recent positive results.

Final vaccine allocation and roll out will ultimately be determined by FPT governments, and will be informed by NACI's final guidance on key populations for early COVID-19 immunization.

MEDIA RELATIONS PROTOCOL

- PCO Media Relations will be the point of contact for media calls about the coordination of the Government's response to the motion.
- Departmental media relations will be responsible for responding to media requests about specific documents, with leads to be determined based on the documents' subject matter.

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- All departmental media calls on this issue should be flagged by departmental media relations to the relevant PCO analyst.

Communications Advisor
Laura Cummings, 613-612-9604
Senior Analyst, Communications and Consultations (PCO)

DRAFT

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Simmering, William

From: Mondou, Isabelle
Sent: Monday, November 23, 2020 3:32 PM
To: Butara, Frank; Tessier, Jean; MacKillop, Ken
Cc: Chretien, Kimberley
Subject: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-11-23
Attachments: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-11-23.docx

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- Since the beginning of the COVID-19 pandemic, many federal departments have been working to support the Government of Canada's pandemic response. This work has touched on a broad range of important areas, such as healthcare, procurement, and regulations.

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s.20(1)(b)

Commented [WM2]: Understand that responses to [redacted] and [redacted] are in development. Once finalized, should check to ensure language aligned.

Q4) What will this motion cost the Government of Canada and how many resources have been used to respond to it? Have pandemic operations been affected?

Though resources have been directed to be able to fulfil this request, each department continues to play its role in supporting the Government of Canada's pandemic response.

Before documents are submitted

As the work of gathering the requested documents is ongoing, we cannot provide an estimate of the resource implications at this time.

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After documents are submitted

The estimated financial cost of responding to the motion was $XX. Approximately XX full-time employees (FTEs) were involved in the response, working a total of approximately XX hours.

Q5) How many documents will be handed over to the committee?

Before documents are submitted

As departments are continuing to search for and gather the requested documents, we are presently unable to confirm this.

After documents are submitted

Approximately XXXX documents from 12 departments were provided to the committee.

Q6) What are the Government of Canada's plans regarding vaccines?

The Government of Canada is committed to protecting the health and safety of Canadians and has a rigorous scientific review system in place to ensure vaccines are safe and effective in preventing the diseases they target.

On November 3, 2020, the Public Health Agency of Canada (PHAC) published preliminary guidance developed by the National Advisory Committee on Immunization (NACI) on key populations for early COVID-19 immunization. NACI's recommendations will help inform federal, provincial and territorial (FPT) governments in making decisions on how to use what ~~limited early~~ vaccine supply we have.

~~All levels of government are working together to develop plans for the efficient, effective and equitable allocation, distribution and administration of COVID-19 vaccines. We want to ensure we are as ready as possible to get the vaccine to Canadians as quickly as possible.~~

Commented [MI3]: We should add language about the fact that Canada is well positioned by having secure large inventory of vaccines.

Final vaccine allocation and roll out will ultimately be determined by FPT governments, and will be informed by NACI's final guidance on key populations for early COVID-19 immunization.

MEDIA RELATIONS PROTOCOL

- PCO Media Relations will be the point of contact for media calls about the coordination of the Government's response to the motion.
- Departmental media relations will be responsible for responding to media requests about specific documents, with leads to be determined based on the documents' subject matter.

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- All departmental media calls on this issue should be flagged by departmental media relations to the relevant PCO analyst.

Communications Advisor **s.16(2)**
Laura Cummings, [redacted]
Senior Analyst, Communications and Consultations (PCO)

DRAFT

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Simmering, William

From: Butara, Frank
Sent: Monday, November 23, 2020 2:39 PM
To: Mondou, Isabelle; MacKillop, Ken
Cc: Tessier, Jean; Chretien, Kimberley
Subject: RE: Update: MLQAs - Motion
Attachments: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-11-23.docx

Hi,

Here is the latest draft for your review. The doc is still with Jean C. for review, but as mentioned, he already provided an initial set of comments/changes.

Thanks!

Frank

Frank Butara
Privy Council Office / Bureau du Conseil privé
Mobile: [redacted]

From: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Sent: Monday, November 23, 2020 2:25 PM
To: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Cc: Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
Subject: RE: Update: MLQAs - Motion

Frank:

Should I review this version or wait for a revised one?

From: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Sent: Sunday, November 22, 2020 8:46 PM
To: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Cc: Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
Subject: RE: Update: MLQAs - Motion

Hello,

Update on the motion MLQAs – the lines are back with Jean Cintrat (LHP) and Maia Welbourne following an initial review. We hope to get their final OK tomorrow morning.

Attached is the latest draft for info.

Thanks!

Frank

Frank Butara

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Privy Council Office / Bureau du Conseil privé
Mobile: [redacted]

From: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Sent: Friday, November 20, 2020 4:12 PM
To: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Cc: Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
Subject: Re: Update: MLQAs - Motion

Much appreciated!

Sent from my BlackBerry 10 smartphone on the Bell network.

From: Butara, Frank
Sent: Friday, November 20, 2020 4:11 PM
To: Mondou, Isabelle; MacKillop, Ken
Cc: Tessier, Jean; Chretien, Kimberley
Subject: Update: MLQAs - Motion

Hi all,

I just wanted to provide you with an update on the MLQAs re: the motion. We have a draft and will be sharing them with Jean Cintrat (LHP) and some PCO comms colleagues for review. We hope to be able to provide you with an updated draft sometime this weekend.

Hope this timeline works for you.

Frank

Frank Butara
Director, Strategic Communications (Socio-Economic) / Directeur, communications stratégiques (Socio-économique)
Communications and Consultations / Communications et Consultations
Privy Council Office / Bureau du Conseil privé
Mobile: [redacted]

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Simmering, William

From: Mondou, Isabelle
Sent: Monday, November 23, 2020 6:36 PM
To: Tremblay, Christyne; McCowan, Ian; 'Nathalie.G.Drouin@justice.gc.ca'
Cc: Welbourne, Maia; Fee, Stuart; MacKillop, Ken; Pham, Thao
Subject: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-11-23
Attachments: PCO_COVID Motion_MLQAs_EN_Draft-V3_2020-11-23.docx

Attachment is duplicate

Importance: High

Christyne, Ian, Nathalie:

Please find attached the draft media lines we discussed on Friday.

The draft lines will be discussed with other relevant departments tomorrow at an interdepartmental meeting.

Happy to discuss!

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Simmering, William

From: Babad, Luke
Sent: Monday, November 23, 2020 8:01 AM
To: Robinson, Jodi; Bouchard, Chantal
Subject: RE: documents - Motion

Thanks for both e-mails, Jodi,

I finally totally get the direction on e-mails to and from director level and above, and have relayed this back to my team.

And noted – we checked in as well with CPSU and L&HP on this and were instructed to do our own search of documents regardless to triple-ensure coverage.

Luke

From: Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>
Sent: Friday, November 20, 2020 3:59 PM
To: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>
Subject: documents - Motion

So, reading the instructions again, it is very clear – it says, if an email is relevant, but the attachments are not, include both the email and the attachments. Also vice versa – if the attachments are relevant, but the email isn't, include both.

This is how to preserve documents.

Also, unfortunately, I was just informed you cannot use a doc saved on GCDocs – it has to come from the person's inbox.

If the doc doesn't exist on outlook – I have just been told that they will have to retrieve it on the server.

Jodi Robinson
Cell: [redacted]

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Simmering, William

From: Chretien, Kimberley
Sent: Monday, November 23, 2020 7:38 PM
To: Rivet, Raymond; MacKillop, Ken
Cc: Tessier, Jean; Hamel, Guylaine
Subject: RE: 26 Oct motion guidance / directives

Hi Ray,

Just wondering if you heard back? I see there is also a meeting tomorrow afternoon on the motion.

Thanks
Kim

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Saturday, November 21, 2020 8:10 AM
To: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Cc: Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Subject: FW: 26 Oct motion guidance / directives

Good morning. Once we get a response on this, I can task both Comms and the Hub. I don't expect that Comms has a lot of documents that correspond to the motion as written. As a result, I don't think we need to task all the directors and managers in Comms (that we normally task). In terms of the Nov 30 deadline, Jean Cintrat indicated that the approach will likely be that the documents that have been collected by the deadline will be provided but the exercise to collect documents will extend beyond that date.

From: Rivet, Raymond
Sent: 20 novembre 2020 13:09
To: Muir, Alexandra <Alexandra.Muir@pco-bcp.gc.ca>
Cc: Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Subject: FW: 26 Oct motion guidance / directives

Good afternoon Alex. I just spoke to Jean Cintrat about this motion. He indicated that the tasking was sent to Phil Jennings' office yesterday.
I'd like to confirm that it will be sent to Ken's office for action. I ask because I will be coordinating the response for Comms and for the COVID Secretariat (Comms).
Thanks in advance.

Raymond Rivet
[redacted] s.16(2)

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: 18 novembre 2020 16:58
To: Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; [redacted] Bombardier, Manon (HC/SC) <manon.bombardier@canada.ca>; Annik Larocque (ESDC) <annik.larocque@hrsdc-rhdcc.gc.ca>; Cal Piché s.15(1)

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<Cal.Piche@cic.gc.ca>; Chad Mariage (ISED) <chad.mariage@canada.ca>; Colleen Calvert (GAC) <colleen.calvert@international.gc.ca>; Corinne Boucher (SW) <corinne.boucher@cfc-swc.gc.ca>; Corri Barr (PSPC) <corri.barr@tpsgc-pwgsc.gc.ca>; Danica Vaillancourt (NRCAN) <danica.vaillancourt@canada.ca>; Etienne Caouette-Fraser (CMHC) <ecaouett@cmhc-schl.gc.ca>; Francois Masse (ISC) <francois.masse@canada.ca>; Ian Miller (DND) <ian.miller@forces.gc.ca>; Irene Balite (FIN) <irene.balite@canada.ca>; Iwan chan (ECCC) <iwan.chan@canada.ca>; Jacques Dufort (VAC) <Jacques.Dufort@canada.ca>; Janhabi Nandy (TBS) <janhabi.nandy@tbs-sct.gc.ca>; Jennifer Cleary (VAC) <jennifer.cleary@canada.ca>; Jennifer Mooney (DFO) <jennifer.mooney@dfo-mpo.gc.ca>; Jenny Ratansi-Rodrigues (PCH) <jenny.ratansi-rodrigues@canada.ca>; Jessica Kerr (ESDC) <jessica.kerr@hrsdc-rhdcc.gc.ca>; Jimmy M. Brrackenridge (TC) <jimmy.brackenridge@tc.gc.ca>; Joe Prokipcak (Health Canada) <joseph.prokipcak@canada.ca>; Karl El-Koura (INFC) <karl.elkoura@canada.ca>; katherine.macdonald (AAFC) <katherine.macdonald2@canada.ca>; Laura Corkill (PSPC) <laura.corkill@tpsgc-pwgsc.gc.ca>; Lisa Smylie (SW) <lisa.smylie@cfc-swc.gc.ca>; Lorraine McKenzie Presley (PS) <lorraine.mckenziepresley@canada.ca>; Lorraine Redekop (CRA) <lorraine.redekop@cra-arc.gc.ca>; Louise Hayes (TBS) <louise.hayes@tbs-sct.gc.ca>; Marc Vallières (PS) <marc.vallieres@canada.ca>; Martin Jourdenais (PCH) <martin.jourdenais@canada.ca>; Megan Weekes (DND) <megan.weekes@forces.gc.ca>; Melissa Devlin-Coull (INFC) <melissa.devlin-coull@canada.ca>; Michael Berg (GAC) <michael.berg@international.gc.ca>; Micheline Joanisse (NRCAN) <micheline.joanisse@canada.ca>; Monique Bevan SCC <monique.bevan@canada.ca>; Pamela Carstens (SSC) <pamela.carstens@canada.ca>; Paul comeau (ECCC) <paul.comeau@canada.ca>; Rebecca Barnes (GAC) <rebecca.barnes@international.gc.ca>; Riley Hennessey (DND) <riley.hennessey@forces.gc.ca>; Rima Hamoui (DFO) <rima.hamoui@dfo-mpo.gc.ca>; Sally Thorpe (INAC) <sally.thorpe@canada.ca>; Simon Cardinal (IRCC) <simon.cardinal@cic.gc.ca>; Sophie Bédard (AAFC) <sophie.bedard@canada.ca>; Stephanie Littlejohn IRCC <stephanie.littlejohn@cic.ca>; Tara Hall (CRA) <tara.hall@cra-arc.gc.ca>; Tiffany Caron (SSC) <Tiffany.Caron@canada.ca>; Timothea Gibb (INAC / ISC) <timothea.gibb@canada.ca>; Yanike Legault (JUS) <yanike.legault@justice.gc.ca>; Zachary Healy (JUS) <zachary.healy@justice.gc.ca>; Ana Maia (IC) <ana.maia@canada.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Gaetan Champagne <gaetan.champagne@canada.ca>; Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-bcp.gc.ca>; Anna Romano (PHAC/ASPC) <anna.romano@canada.ca>; Munim, Ata-UL <Ata-UL.Munim@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Genevieve Tremblay <genevieve.tremblay2@canada.ca>; Isabelle Faustin <isabelle.faustin@canada.ca>; James Scott <James.Stott@pwgsc-tpsgc.gc.ca>; John Beaudoin <john.beaudoin@canada.ca>; Kendal Weber <kendal.weber@canada.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Martine Pelletier <martine.pelletier@hrsdc-rhdcc.gc.ca'>; Peppy, Shaun <Shaun.Peppy@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Eid, Elisabeth <Elisabeth.Eid@justice.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; jill.wherrett@canada.ca; Gibb, Timothea (AADNC/AANDC) <timothea.gibb@canada.ca>

Cc: Stringham, James <James.Stringham@justice.gc.ca>; Burnett, John <John.Burnett@nrc-cnrc.gc.ca>; Adriana Simedrea (TC) <adriana.simedrea@tc.gc.ca>; Amelie Gelinas (PCH) <amelie.gelinas@canada.ca>; Andrea King INFC <andrea.king@canada.ca>; Annick Hector (ESDC) <annick.hector@hrsdc-rhdcc.gc.ca>; Benjamin Woodman (PSCP) <benjamin.woodman@tpsgc-pwgsc.gc.ca>; Bryan Kirk (ESDC) <bryan.kirk@hrsdc-rhdcc.gc.ca>; Catherine Morin (PCH) <catherine.morin@canada.ca>; Charles Choi VAC <Charles.choi2@canada.ca>; christian.vezeau@canada.ca; Claudine Bouvier(PSPC) <claudine.bouvier@tpsgc-pwgsc.gc.ca>; Dana Robinson <dana.robinson@tbs-sct.gc.ca>; Daniela Bolivar (INFC) <danelia.bolivar@canada.ca>; dyanna legare VAC <dyanna.legare@canada.ca>; Emilie Anne Duval (TBS) <emilieanne.duval@tbs-sct.gc.ca>; Francois Harvey (FIN) <francois.harvey@canada.ca>; Helga El-Zein (CRA) <Helga.El-Zein@cra-arc.gc.ca>; Isabelle LaFrenière (JUS) <isabelle.lafreniere@justice.gc.ca>; Jason Marshall (VAC) <jason.marshall@canada.ca>; Joanne Contant (AAFC) <joanne.contant@canada.ca>; Jordan Cicalo (HC) <jordan.cicalo@canada.ca>; Julie Samson (ESDC) <julie.samson@hrsdc-rhdcc.gc.ca>; Laura Braun (PS) <laura.braun@canada.ca>; Marc Langis (PCH) <marc.langis@canada.ca>; Mark Power (JUS) <mark.power@justice.gc.ca>; Michael Ricco (ISED) <michael.ricco@canada.ca>; Nastassia Mahdi (INFC) <nastassia.mahdi@canada.ca>; Baker, Nicole <Nicole.Baker@pco-bcp.gc.ca>; Peter Ferguson (DFO) <Peter.Ferguson@dfo-mpo.gc.ca>; Bédard, Rachelle <Rachelle.Bedard@pco-bcp.gc.ca>; Ramzi Yonis (DFO) <ramzi.yonis@dfo-mpo.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Rossano Bernardi (CRA) <Rossano.Bernardi@cra-arc.gc.ca>; ryan.wichers (SSC) <ryan.wichers@canada.ca>; Sanjay Vachali (PSPC) <Sanjay.Vachali@tpsgc-pwgsc.gc.ca>; Stephane McNicholl (NRCAN) <stephane.mcnicholl@canada.ca>; Stephanie Littlejohn CIC <Stephanie.Littlejohn@cic.gc.ca>; Susan Nadon <susan.nadon@canada.ca>; Tanya Guay (VAC)

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<Tanya.Guay@canada.ca>; Winnie Pang CWC <winnie.pang@cfc-swc.gc.ca>; Wladyslaw Kinastowsk (CRA) <Wladyslaw.Kinastowski@cra-arc.gc.ca>
Subject: RE: 26 Oct motion guidance / directives

Good afternoon, this guidance is confirmed. As noted, more guidance will be provided later as required. Please continue to provide your records to the Department of Justice for uploading into Ringtail.
Thank you

Bonjour, nous confirmons ces directives. Tel qu'indiqué, d'autres directives seront fournies plus tard au besoin. Veuillez continuer à fournir vos documents au ministère de la Justice pour les télécharger dans Ringtail.
Merci

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca> **s.15(1)**
Sent: Friday, November 13, 2020 3:42 PM
To: Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; [redacted]Bombardier, Manon (HC/SC) <manon.bombardier@canada.ca>; Annik Larocque (ESDC) <annik.larocque@hrsdc-rhdcc.gc.ca>; Cal Piché <Cal.Piche@cic.gc.ca>; Chad Mariage (ISED) <chad.mariage@canada.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Colleen Calvert (GAC) <colleen.calvert@international.gc.ca>; Corinne Boucher (SW) <corinne.boucher@cfc-swc.gc.ca>; Corri Barr (PSPC) <corri.barr@tpsgc-pwgsc.gc.ca>; Danica Vaillancourt (NRCAN) <danica.vaillancourt@canada.ca>; Etienne Caouette-Fraser (CMHC) <ecaouett@cmhc-schl.gc.ca>; Francois Masse (ISC) <francois.masse@canada.ca>; Ian Miller (DND) <ian.miller@forces.gc.ca>; Irene Balite (FIN) <irene.balite@canada.ca>; Iwan chan (ECCC) <iwan.chan@canada.ca>; Jacques Dufort (VAC) <Jacques.Dufort@canada.ca>; Janhabi Nandy (TBS) <janhabi.nandy@tbs-sct.gc.ca>; Jennifer Cleary (VAC) <jennifer.cleary@canada.ca>; Jennifer Mooney (DFO) <jennifer.mooney@dfo-mpo.gc.ca>; Jenny Ratansi-Rodrigues (PCH) <jenny.ratansi-rodrigues@canada.ca>; Jessica Kerr (ESDC) <jessica.kerr@hrsdc-rhdcc.gc.ca>; Jimmy M. Brrackenridge (TC) <jimmy.brackenridge@tc.gc.ca>; Joe Prokipcak (Health Canada) <joseph.prokipcak@canada.ca>; Karl El-Koura (INFC) <karl.elkoura@canada.ca>; katherine.macdonald (AAFC) <katherine.macdonald2@canada.ca>; Laura Corkill (PSPC) <laura.corkill@tpsgc-pwgsc.gc.ca>; Lisa Smylie (SW) <lisa.smylie@cfc-swc.gc.ca>; Lorraine McKenzie Presley (PS) <lorraine.mckenziepresley@canada.ca>; Lorraine Redekop (CRA) <lorraine.redekop@cra-arc.gc.ca>; Louise Hayes (TBS) <louise.hayes@tbs-sct.gc.ca>; Marc Vallières (PS) <marc.vallieres@canada.ca>; Martin Jourdenais (PCH) <martin.jourdenais@canada.ca>; Megan Weekes (DND) <megan.weekes@forces.gc.ca>; Melissa Devlin-Coull (INFC) <melissa.devlin-coull@canada.ca>; Michael Berg (GAC) <michael.berg@international.gc.ca>; Micheline Joanisse (NRCAN) <micheline.joanisse@canada.ca>; Monique Bevan SCC <monique.bevan@canada.ca>; Pamela Carstens (SSC) <pamela.carstens@canada.ca>; Paul comeau (ECCC) <paul.comeau@canada.ca>; Rebecca Barnes (GAC) <rebecca.barnes@international.gc.ca>; Riley Hennessey (DND) <riley.hennessey@forces.gc.ca>; Rima Hamoui (DFO) <rima.hamoui@dfo-mpo.gc.ca>; Sally Thorpe (INAC) <sally.thorpe@canada.ca>; Simon Cardinal (IRCC) <simon.cardinal@cic.gc.ca>; Sophie Bédard (AAFC) <sophie.bedard@canada.ca>; Stephanie Littlejohn IRCC <stephanie.littlejohn@cic.ca>; Tara Hall (CRA) <tara.hall@cra-arc.gc.ca>; Tiffany Caron (SSC) <Tiffany.Caron@canada.ca>; Timothea Gibb (INAC / ISC) <timothea.gibb@canada.ca>; Yanike Legault (JUS) <yanike.legault@justice.gc.ca>; Zachary Healy (JUS) <zachary.healy@justice.gc.ca>; Ana Maia (IC) <ana.maia@canada.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Gaetan Champagne <gaetan.champagne@canada.ca>; Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-bcp.gc.ca>; Anna Romano (PHAC/ASPC) <anna.romano@canada.ca>; Munim, Ata-UL <Ata-UL.Munim@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Genevieve Tremblay <genevieve.tremblay2@canada.ca>; Isabelle Faustin <isabelle.faustin@canada.ca>; James Scott <James.Stott@pwgsc-tpsgc.gc.ca>; John Beaudoin <john.beaudoin@canada.ca>; Kendal Weber <kendal.weber@canada.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Martine Pelletier <martine.pelletier@hrsdc-rhdcc.gc.ca'>; Peppy, Shaun <Shaun.Peppy@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Stringham, James <James.Stringham@justice.gc.ca>; Burnett, John <John.Burnett@nrc-cnrc.gc.ca>; Adriana Simedrea (TC) <adriana.simedrea@tc.gc.ca>; Amelie Gelinas (PCH) <amelie.gelinas@canada.ca>; Andrea King INFC <andrea.king@canada.ca>; Annick Hector (ESDC) <annick.hector@hrsdc-rhdcc.gc.ca>; Benjamin Woodman (PSCP)

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<benjamin.woodman@tpsgc-pwgsc.gc.ca>; Bryan Kirk (ESDC) <bryan.kirk@hrsdc-rhdcc.gc.ca>; Catherine Morin (PCH) <catherine.morin@canada.ca>; Charles Choi VAC <Charles.choi2@canada.ca>; christian.vezeau@canada.ca; Claudine Bouvier(PSPC) <claudine.bouvier@tpsgc-pwgsc.gc.ca>; Dana Robinson <dana.robinson@tbs-sct.gc.ca>; Daniela Bolivar (INFC) <danelia.bolivar@canada.ca>; dyanna legare VAC <dyanna.legare@canada.ca>; Emilie Anne Duval (TBS) <emilieanne.duval@tbs-sct.gc.ca>; Francois Harvey (FIN) <francois.harvey@canada.ca>; Helga El-Zein (CRA) <Helga.El-Zein@cra-arc.gc.ca>; Isabelle LaFrenière (JUS) <isabelle.lafreniere@justice.gc.ca>; Jason Marshall (VAC) <jason.marshall@canada.ca>; Joanne Contant (AAFC) <joanne.contant@canada.ca>; Jordan Cicalo (HC) <jordan.cicalo@canada.ca>; Julie Samson (ESDC) <julie.samson@hrsdc-rhdcc.gc.ca>; Laura Braun (PS) <laura.braun@canada.ca>; Marc Langis (PCH) <marc.langis@canada.ca>; Mark Power (JUS) <mark.power@justice.gc.ca>; Michael Ricco (ISED) <michael.ricco@canada.ca>; Nastassia Mahdi (INFC) <nastassia.mahdi@canada.ca>; Baker, Nicole <Nicole.Baker@pco-bcp.gc.ca>; Peter Ferguson (DFO) <Peter.Ferguson@dfo-mpo.gc.ca>; Bédard, Rachelle <Rachelle.Bedard@pco-bcp.gc.ca>; Ramzi Yonis (DFO) <ramzi.yonis@dfo-mpo.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Rossano Bernardi (CRA) <Rossano.Bernardi@cra-arc.gc.ca>; ryan.wichers (SSC) <ryan.wichers@canada.ca>; Sanjay Vachali (PSPC) <Sanjay.Vachali@tpsgc-pwgsc.gc.ca>; Stephane McNicholl (NRCAN) <stephane.mcnicholl@canada.ca>; Stephanie Littlejohn CIC <Stephanie.Littlejohn@cic.gc.ca>; Susan Nadon <susan.nadon@canada.ca>; Tanya Guay (VAC) <tanya.guay@canada.ca>; Winnie Pang CWC <winnie.pang@cfc-swc.gc.ca>; Wladyslaw Kinastowsk (CRA) <Wladyslaw.Kinastowski@cra-arc.gc.ca>
Subject: 26 Oct motion guidance / directives

Good afternoon,
Please find attached preliminary guidance concerning the motion adopted by the House of Commons on October 26. Confirmation of the guidance will be provided on Monday.

Bonjour,
Veuillez trouver ci-joint des directives préliminaires concernant la motion adoptée par la Chambre des communes le 26 octobre. Nous confirmerons ces directives lundi.

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Simmering, William

From: Hamel, Guylaine
Sent: Tuesday, November 24, 2020 1:54 PM
To: Rivet, Raymond; CommsATIP / CommsAIPRP (PCO/BCP)
Cc: Hamel, Guylaine
Subject: FW: 26 Oct motion guidance / directives
Attachments: Nov 13 tasking COVID PRÉLIMINAIRE FR.docx; Tasking COVID Nov 13 EN PRELIMINARY.docx

Attachment is duplicate

Bonjour Ray,

Please find the tasking from Mr. Jennings' office.

Merci!

Guylaine

From: Muir, Alexandra <Alexandra.Muir@pco-bcp.gc.ca>
Sent: Tuesday, November 24, 2020 1:49 PM
To: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Harty, Siobhan <Siobhan.Harty@pco-bcp.gc.ca>; Brunelle-Côté, Antoine <Antoine.Brunelle-Cote@pco-bcp.gc.ca>
Cc: Begbie, Chrystal <Chrystal.Begbie@pco-bcp.gc.ca>; Dawson, Cindy <Cindy.Dawson@pco-bcp.gc.ca>; Laberge, Raphaelle <Raphaelle.Laberge@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Subject: FW: 26 Oct motion guidance / directives

Good afternoon,

My apologies for not getting this tasking out sooner. I think some of you have received this from other channels. Please see attached guidance on the motion to produce documents related to the handling of response to the pandemic. I do not have the text of the motion itself but will track that down.

Maia is hosting a call tomorrow morning to discuss the motion. If you or someone on your team would like to join – please let me know and I will send the invite. (Ken – think both Frank and Ray are on the invite list.)

Thanks,

Alex

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: November 19, 2020 4:31 PM
To: Champoux, Elizabeth <Elizabeth.Champoux@pco-bcp.gc.ca>; Muir, Alexandra <Alexandra.Muir@pco-bcp.gc.ca>; Malone, Lorna <Lorna.Malone@pco-bcp.gc.ca>
Subject: FW: 26 Oct motion guidance / directives

Hi, I'm sharing this tasking with you as well. Should you think that your branches may have responsive records please let me know.
FYI: ERDP, SDP, COVID-19, COVID-19 Comms and IGA have already been tasked.

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Thanks
Jean

From: Cintrat, Jean
Sent: Wednesday, November 18, 2020 4:58 PM
To: Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; heather1684@smtp.gc.ca; Bombardier, Manon (HC/SC) <manon.bombardier@canada.ca>; Annik Larocque (ESDC) <annik.larocque@hrsdc-rhdcc.gc.ca>; Cal Piché <Cal.Piche@cic.gc.ca>; Chad Mariage (ISED) <chad.mariage@canada.ca>; Colleen Calvert (GAC) <colleen.calvert@international.gc.ca>; Corinne Boucher (SW) <corinne.boucher@cfc-swc.gc.ca>; Corri Barr (PSPC) <corri.barr@tpsgc-pwgsc.gc.ca>; Danica Vaillancourt (NRCAN) <danica.vaillancourt@canada.ca>; Etienne Caouette-Fraser (CMHC) <ecaouett@cmhc-schl.gc.ca>; Francois Masse (ISC) <francois.masse@canada.ca>; Ian Miller (DND) <ian.miller@forces.gc.ca>; Irene Balite (FIN) <irene.balite@canada.ca>; Iwan chan (ECCC) <iwan.chan@canada.ca>; Jacques Dufort (VAC) <Jacques.Dufort@canada.ca>; Janhabi Nandy (TBS) <janhabi.nandy@tbs-sct.gc.ca>; Jennifer Cleary (VAC) <jennifer.cleary@canada.ca>; Jennifer Mooney (DFO) <jennifer.mooney@dfo-mpo.gc.ca>; Jenny Ratansi-Rodrigues (PCH) <jenny.ratansi-rodrigues@canada.ca>; Jessica Kerr (ESDC) <jessica.kerr@hrsdc-rhdcc.gc.ca>; Jimmy M. Brrackenridge (TC) <jimmy.brackenridge@tc.gc.ca>; Joe Prokipcak (Health Canada) <joseph.prokipcak@canada.ca>; Karl El-Koura (INFC) <karl.elkoura@canada.ca>; katherine.macdonald (AAFC) <katherine.macdonald2@canada.ca>; Laura Corkill (PSPC) <laura.corkill@tpsgc-pwgsc.gc.ca>; Lisa Smylie (SW) <lisa.smylie@cfc-swc.gc.ca>; Lorraine McKenzie Presley (PS) <lorraine.mckenziepresley@canada.ca>; Lorraine Redekop (CRA) <lorraine.redekop@cra-arc.gc.ca>; Louise Hayes (TBS) <louise.hayes@tbs-sct.gc.ca>; Marc Vallières (PS) <marc.vallieres@canada.ca>; Martin Jourdenais (PCH) <martin.jourdenais@canada.ca>; Megan Weekes (DND) <megan.weekes@forces.gc.ca>; Melissa Devlin-Coull (INFC) <melissa.devlin-coull@canada.ca>; Michael Berg (GAC) <michael.berg@international.gc.ca>; Micheline Joanisse (NRCAN) <micheline.joanisse@canada.ca>; Monique Bevan SCC <monique.bevan@canada.ca>; Pamela Carstens (SSC) <pamela.carstens@canada.ca>; Paul comeau (ECCC) <paul.comeau@canada.ca>; Rebecca Barnes (GAC) <rebecca.barnes@international.gc.ca>; Riley Hennessey (DND) <riley.hennessey@forces.gc.ca>; Rima Hamoui (DFO) <rima.hamoui@dfo-mpo.gc.ca>; Sally Thorpe (INAC) <sally.thorpe@canada.ca>; Simon Cardinal (IRCC) <simon.cardinal@cic.gc.ca>; Sophie Bédard (AAFC) <sophie.bedard@canada.ca>; Stephanie Littlejohn IRCC <stephanie.littlejohn@cic.ca>; Tara Hall (CRA) <tara.hall@cra-arc.gc.ca>; Tiffany Caron (SSC) <Tiffany.Caron@canada.ca>; Timothea Gibb (INAC / ISC) <timothea.gibb@canada.ca>; Yanike Legault (JUS) <yanike.legault@justice.gc.ca>; Zachary Healy (JUS) <zachary.healy@justice.gc.ca>; Ana Maia (IC) <ana.maia@canada.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Gaetan Champagne <gaetan.champagne@canada.ca>; Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-bcp.gc.ca>; Anna Romano (PHAC/ASPC) <anna.romano@canada.ca>; Munim, Ata-UL <Ata-UL.Munim@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Genevieve Tremblay <genevieve.tremblay2@canada.ca>; Isabelle Faustin <isabelle.faustin@canada.ca>; James Scott <James.Stott@pwgsc-tpsgc.gc.ca>; John Beaudoin <john.beaudoin@canada.ca>; Kendal Weber <kendal.weber@canada.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Martine Pelletier <martine.pelletier@hrsdc-rhdcc.gc.ca'>; Peppy, Shaun <Shaun.Peppy@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Eid, Elisabeth <Elisabeth.Eid@justice.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; jill.wherrett@canada.ca; 'Gibb, Timothea (AADNC/AANDC)' <timothea.gibb@canada.ca>
Cc: Stringham, James <James.Stringham@justice.gc.ca>; Burnett, John <John.Burnett@nrc-cnrc.gc.ca>; Adriana Simedrea (TC) <adriana.simedrea@tc.gc.ca>; Amelie Gelinas (PCH) <amelie.gelinas@canada.ca>; Andrea King INFC <andrea.king@canada.ca>; Annick Hector (ESDC) <annick.hector@hrsdc-rhdcc.gc.ca>; Benjamin Woodman (PSCP) <benjamin.woodman@tpsgc-pwgsc.gc.ca>; Bryan Kirk (ESDC) <bryan.kirk@hrsdc-rhdcc.gc.ca>; Catherine Morin (PCH) <catherine.morin@canada.ca>; Charles Choi VAC <Charles.choi2@canada.ca>; christian.vezeau@canada.ca; Claudine Bouvier(PSPC) <claudine.bouvier@tpsgc-pwgsc.gc.ca>; Dana Robinson <dana.robinson@tbs-sct.gc.ca>; Daniela Bolivar (INFC) <danelia.bolivar@canada.ca>; dyanna legare VAC <dyanna.legare@canada.ca>; Emilie Anne Duval (TBS) <emilieanne.duval@tbs-sct.gc.ca>; Francois Harvey (FIN) <francois.harvey@canada.ca>; Helga El-Zein (CRA) <Helga.El-Zein@cra-arc.gc.ca>; Isabelle LaFrenière (JUS) <isabelle.lafreniere@justice.gc.ca>; Jason Marshall (VAC) <jason.marshall@canada.ca>; Joanne Contant (AAFC) <joanne.contant@canada.ca>; Jordan Cicalo (HC)

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<jordan.cicalo@canada.ca>; Julie Samson (ESDC) <julie.samson@hrsdc-rhdcc.gc.ca>; Laura Braun (PS) <laura.braun@canada.ca>; Marc Langis (PCH) <marc.langis@canada.ca>; Mark Power (JUS) <mark.power@justice.gc.ca>; Michael Ricco (ISED) <michael.ricco@canada.ca>; Nastassia Mahdi (INFC) <nastassia.mahdi@canada.ca>; Baker, Nicole <Nicole.Baker@pco-bcp.gc.ca>; Peter Ferguson (DFO) <Peter.Ferguson@dfo-mpo.gc.ca>; Bédard, Rachelle <Rachelle.Bedard@pco-bcp.gc.ca>; Ramzi Yonis (DFO) <ramzi.yonis@dfo-mpo.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Rossano Bernardi (CRA) <Rossano.Bernardi@cra-arc.gc.ca>; ryan.wichers (SSC) <ryan.wichers@canada.ca>; Sanjay Vachali (PSPC) <Sanjay.Vachali@tpsgc-pwgsc.gc.ca>; Stephane McNicholl (NRCAN) <stephane.mcnicholl@canada.ca>; Stephanie Littlejohn CIC <Stephanie.Littlejohn@cic.gc.ca>; Susan Nadon <susan.nadon@canada.ca>; Tanya Guay (VAC) <tanya.guay@canada.ca>; Winnie Pang CWC <winnie.pang@cfc-swc.gc.ca>; Wladyslaw Kinastowsk (CRA) <Wladyslaw.Kinastowski@cra-arc.gc.ca>
Subject: RE: 26 Oct motion guidance / directives

Good afternoon, this guidance is confirmed. As noted, more guidance will be provided later as required. Please continue to provide your records to the Department of Justice for uploading into Ringtail.
Thank you

Bonjour, nous confirmons ces directives. Tel qu'indiqué, d'autres directives seront fournies plus tard au besoin. Veuillez continuer à fournir vos documents au ministère de la Justice pour les télécharger dans Ringtail.
Merci

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Friday, November 13, 2020 3:42 PM
To: Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; heather1684@smtp.gc.ca; Bombardier, Manon (HC/SC) <manon.bombardier@canada.ca>; Annik Larocque (ESDC) <annik.larocque@hrsdc-rhdcc.gc.ca>; Cal Piché <Cal.Piche@cic.gc.ca>; Chad Mariage (ISED) <chad.mariage@canada.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Colleen Calvert (GAC) <colleen.calvert@international.gc.ca>; Corinne Boucher (SW) <corinne.boucher@cfc-swc.gc.ca>; Corri Barr (PSPC) <corri.barr@tpsgc-pwgsc.gc.ca>; Danica Vaillancourt (NRCAN) <danica.vaillancourt@canada.ca>; Etienne Caouette-Fraser (CMHC) <ecaouett@cmhc-schl.gc.ca>; Francois Masse (ISC) <francois.masse@canada.ca>; Ian Miller (DND) <ian.miller@forces.gc.ca>; Irene Balite (FIN) <irene.balite@canada.ca>; Iwan chan (ECCC) <iwan.chan@canada.ca>; Jacques Dufort (VAC) <Jacques.Dufort@canada.ca>; Janhabi Nandy (TBS) <janhabi.nandy@tbs-sct.gc.ca>; Jennifer Cleary (VAC) <jennifer.cleary@canada.ca>; Jennifer Mooney (DFO) <jennifer.mooney@dfo-mpo.gc.ca>; Jenny Ratansi-Rodrigues (PCH) <jenny.ratansi-rodrigues@canada.ca>; Jessica Kerr (ESDC) <jessica.kerr@hrsdc-rhdcc.gc.ca>; Jimmy M. Brrackenridge (TC) <jimmy.brackenridge@tc.gc.ca>; Joe Prokipcak (Health Canada) <joseph.prokipcak@canada.ca>; Karl El-Koura (INFC) <karl.elkoura@canada.ca>; katherine.macdonald (AAFC) <katherine.macdonald2@canada.ca>; Laura Corkill (PSPC) <laura.corkill@tpsgc-pwgsc.gc.ca>; Lisa Smylie (SW) <lisa.smylie@cfc-swc.gc.ca>; Lorraine McKenzie Presley (PS) <lorraine.mckenziepresley@canada.ca>; Lorraine Redekop (CRA) <lorraine.redekop@cra-arc.gc.ca>; Louise Hayes (TBS) <louise.hayes@tbs-sct.gc.ca>; Marc Vallières (PS) <marc.vallieres@canada.ca>; Martin Jourdenais (PCH) <martin.jourdenais@canada.ca>; Megan Weekes (DND) <megan.weekes@forces.gc.ca>; Melissa Devlin-Coull (INFC) <melissa.devlin-coull@canada.ca>; Michael Berg (GAC) <michael.berg@international.gc.ca>; Micheline Joanisse (NRCAN) <micheline.joanisse@canada.ca>; Monique Bevan SCC <monique.bevan@canada.ca>; Pamela Carstens (SSC) <pamela.carstens@canada.ca>; Paul comeau (ECCC) <paul.comeau@canada.ca>; Rebecca Barnes (GAC) <rebecca.barnes@international.gc.ca>; Riley Hennessey (DND) <riley.hennessey@forces.gc.ca>; Rima Hamoui (DFO) <rima.hamoui@dfo-mpo.gc.ca>; Sally Thorpe (INAC) <sally.thorpe@canada.ca>; Simon Cardinal (IRCC) <simon.cardinal@cic.gc.ca>; Sophie Bédard (AAFC) <sophie.bedard@canada.ca>; Stephanie Littlejohn IRCC <stephanie.littlejohn@cic.ca>; Tara Hall (CRA) <tara.hall@cra-arc.gc.ca>; Tiffany Caron (SSC) <Tiffany.Caron@canada.ca>; Timothea Gibb (INAC / ISC) <timothea.gibb@canada.ca>; Yanike Legault (JUS) <yanike.legault@justice.gc.ca>; Zachary Healy (JUS) <zachary.healy@justice.gc.ca>; Ana Maia (IC) <ana.maia@canada.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Gaetan Champagne <gaetan.champagne@canada.ca>; Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-

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bcp.gc.ca>; Anna Romano (PHAC/ASPC) <anna.romano@canada.ca>; Munim, Ata-UL <Ata-UL.Munim@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Genevieve Tremblay <genevieve.tremblay2@canada.ca>; Isabelle Faustin <isabelle.faustin@canada.ca>; James Scott <James.Stott@pwgsc-tpsgc.gc.ca>; John Beaudoin <john.beaudoin@canada.ca>; Kendal Weber <kendal.weber@canada.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Martine Pelletier <martine.pelletier@hrsdc-rhdcc.gc.ca'>; Peppy, Shaun <Shaun.Peppy@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
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Subject: 26 Oct motion guidance / directives

Good afternoon,
Please find attached preliminary guidance concerning the motion adopted by the House of Commons on October 26. Confirmation of the guidance will be provided on Monday.

Bonjour,
Veuillez trouver ci-joint des directives préliminaires concernant la motion adoptée par la Chambre des communes le 26 octobre. Nous confirmerons ces directives lundi.

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Simmering, William

From: MacKillop, Ken
Sent: Tuesday, November 24, 2020 3:38 PM
To: Rivet, Raymond
Cc: Nelson, Fiona; Chretien, Kimberley
Subject: FW: 26 Oct motion guidance / directives
Attachments: Nov 13 tasking COVID PRÉLIMINAIRE FR.docx; Tasking COVID Nov 13 EN PRELIMINARY.docx **Attachment is duplicate**

For tasking the team please.

From: Muir, Alexandra <Alexandra.Muir@pco-bcp.gc.ca>
Sent: November 24, 2020 1:49 PM
To: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Harty, Siobhan <Siobhan.Harty@pco-bcp.gc.ca>; Brunelle-Côté, Antoine <Antoine.Brunelle-Cote@pco-bcp.gc.ca>
Cc: Begbie, Chrystal <Chrystal.Begbie@pco-bcp.gc.ca>; Dawson, Cindy <Cindy.Dawson@pco-bcp.gc.ca>; Laberge, Raphaelle <Raphaelle.Laberge@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Subject: FW: 26 Oct motion guidance / directives

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Maia is hosting a call tomorrow morning to discuss the motion. If you or someone on your team would like to join – please let me know and I will send the invite. (Ken – think both Frank and Ray are on the invite list.)

Thanks,

Alex

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: November 19, 2020 4:31 PM
To: Champoux, Elizabeth <Elizabeth.Champoux@pco-bcp.gc.ca>; Muir, Alexandra <Alexandra.Muir@pco-bcp.gc.ca>; Malone, Lorna <Lorna.Malone@pco-bcp.gc.ca>
Subject: FW: 26 Oct motion guidance / directives

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FYI: ERDP, SDP, COVID-19, COVID-19 Comms and IGA have already been tasked.
Thanks
Jean

From: Cintrat, Jean
Sent: Wednesday, November 18, 2020 4:58 PM

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To: Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; [redacted]Bombardier, Manon (HC/SC) <manon.bombardier@canada.ca>; Annik Larocque (ESDC) <annik.larocque@hrsdc-rhdcc.gc.ca>; Cal Piché <Cal.Piche@cic.gc.ca>; Chad Mariage (ISED) <chad.mariage@canada.ca>; Colleen Calvert (GAC) <colleen.calvert@international.gc.ca>; Corinne Boucher (SW) <corinne.boucher@cfc-swc.gc.ca>; Corri Barr (PSPC) <corri.barr@tpsgc-pwgsc.gc.ca>; Danica Vaillancourt (NRCAN) <danica.vaillancourt@canada.ca>; Etienne Caouette-Fraser (CMHC) <ecaouett@cmhc-schl.gc.ca>; Francois Masse (ISC) <francois.masse@canada.ca>; Ian Miller (DND) <ian.miller@forces.gc.ca>; Irene Balite (FIN) <irene.balite@canada.ca>; Iwan chan (ECCC) <iwan.chan@canada.ca>; Jacques Dufort (VAC) <Jacques.Dufort@canada.ca>; Janhabi Nandy (TBS) <janhabi.nandy@tbs-sct.gc.ca>; Jennifer Cleary (VAC) <jennifer.cleary@canada.ca>; Jennifer Mooney (DFO) <jennifer.mooney@dfo-mpo.gc.ca>; Jenny Ratansi-Rodrigues (PCH) <jenny.ratansi-rodrigues@canada.ca>; Jessica Kerr (ESDC) <jessica.kerr@hrsdc-rhdcc.gc.ca>; Jimmy M. Brrackenridge (TC) <jimmy.brackenridge@tc.gc.ca>; Joe Prokipcak (Health Canada) <joseph.prokipcak@canada.ca>; Karl El-Koura (INFC) <karl.elkoura@canada.ca>; katherine.macdonald (AAFC) <katherine.macdonald2@canada.ca>; Laura Corkill (PSPC) <laura.corkill@tpsgc-pwgsc.gc.ca>; Lisa Smylie (SW) <lisa.smylie@cfc-swc.gc.ca>; Lorraine McKenzie Presley (PS) <lorraine.mckenziepresley@canada.ca>; Lorraine Redekop (CRA) <lorraine.redekop@cra-arc.gc.ca>; Louise Hayes (TBS) <louise.hayes@tbs-sct.gc.ca>; Marc Vallières (PS) <marc.vallieres@canada.ca>; Martin Jourdenais (PCH) <martin.jourdenais@canada.ca>; Megan Weekes (DND) <megan.weekes@forces.gc.ca>; Melissa Devlin-Coull (INFC) <melissa.devlin-coull@canada.ca>; Michael Berg (GAC) <michael.berg@international.gc.ca>; Micheline Joanisse (NRCAN) <micheline.joanisse@canada.ca>; Monique Bevan SCC <monique.bevan@canada.ca>; Pamela Carstens (SSC) <pamela.carstens@canada.ca>; Paul comeau (ECCC) <paul.comeau@canada.ca>; Rebecca Barnes (GAC) <rebecca.barnes@international.gc.ca>; Riley Hennessey (DND) <riley.hennessey@forces.gc.ca>; Rima Hamoui (DFO) <rima.hamoui@dfo-mpo.gc.ca>; Sally Thorpe (INAC) <sally.thorpe@canada.ca>; Simon Cardinal (IRCC) <simon.cardinal@cic.gc.ca>; Sophie Bédard (AAFC) <sophie.bedard@canada.ca>; Stephanie Littlejohn IRCC <stephanie.littlejohn@cic.ca>; Tara Hall (CRA) <tara.hall@cra-arc.gc.ca>; Tiffany Caron (SSC) <Tiffany.Caron@canada.ca>; Timothea Gibb (INAC / ISC) <timothea.gibb@canada.ca>; Yanike Legault (JUS) <yanike.legault@justice.gc.ca>; Zachary Healy (JUS) <zachary.healy@justice.gc.ca>; Ana Maia (IC) <ana.maia@canada.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Gaetan Champagne <gaetan.champagne@canada.ca>; Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-bcp.gc.ca>; Anna Romano (PHAC/ASPC) <anna.romano@canada.ca>; Munim, Ata-UL <Ata-UL.Munim@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Genevieve Tremblay <genevieve.tremblay2@canada.ca>; Isabelle Faustin <isabelle.faustin@canada.ca>; James Scott <James.Stott@pwgsc-tpsgc.gc.ca>; John Beaudoin <john.beaudoin@canada.ca>; Kendal Weber <kendal.weber@canada.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Martine Pelletier <martine.pelletier@hrsdc-rhdcc.gc.ca'>; Peppy, Shaun <Shaun.Peppy@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Eid, Elisabeth <Elisabeth.Eid@justice.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; jill.wherrett@canada.ca; 'Gibb, Timothea (AADNC/AANDC)' <timothea.gibb@canada.ca>

Cc: Stringham, James <James.Stringham@justice.gc.ca>; Burnett, John <John.Burnett@nrc-cnrc.gc.ca>; Adriana Simedrea (TC) <adriana.simedrea@tc.gc.ca>; Amelie Gelinas (PCH) <amelie.gelinas@canada.ca>; Andrea King INFC <andrea.king@canada.ca>; Annick Hector (ESDC) <annick.hector@hrsdc-rhdcc.gc.ca>; Benjamin Woodman (PSCP) <benjamin.woodman@tpsgc-pwgsc.gc.ca>; Bryan Kirk (ESDC) <bryan.kirk@hrsdc-rhdcc.gc.ca>; Catherine Morin (PCH) <catherine.morin@canada.ca>; Charles Choi VAC <Charles.choi2@canada.ca>; christian.vezeau@canada.ca; Claudine Bouvier(PSPC) <claudine.bouvier@tpsgc-pwgsc.gc.ca>; Dana Robinson <dana.robinson@tbs-sct.gc.ca>; Daniela Bolivar (INFC) <danelia.bolivar@canada.ca>; dyanna legare VAC <dyanna.legare@canada.ca>; Emilie Anne Duval (TBS) <emilieanne.duval@tbs-sct.gc.ca>; Francois Harvey (FIN) <francois.harvey@canada.ca>; Helga El-Zein (CRA) <Helga.El-Zein@cra-arc.gc.ca>; Isabelle LaFrenière (JUS) <isabelle.lafreniere@justice.gc.ca>; Jason Marshall (VAC) <jason.marshall@canada.ca>; Joanne Contant (AAFC) <joanne.contant@canada.ca>; Jordan Cicalo (HC) <jordan.cicalo@canada.ca>; Julie Samson (ESDC) <julie.samson@hrsdc-rhdcc.gc.ca>; Laura Braun (PS) <laura.braun@canada.ca>; Marc Langis (PCH) <marc.langis@canada.ca>; Mark Power (JUS) <mark.power@justice.gc.ca>; Michael Ricco (ISED) <michael.ricco@canada.ca>; Nastassia Mahdi (INFC) <nastassia.mahdi@canada.ca>; Baker, Nicole <Nicole.Baker@pco-bcp.gc.ca>; Peter Ferguson (DFO) <Peter.Ferguson@dfo-mpo.gc.ca>; Bédard, Rachelle <Rachelle.Bedard@pco-bcp.gc.ca>; Ramzi Yonis (DFO)

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<ramzi.yonis@dfo-mpo.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Rossano Bernardi (CRA) <Rossano.Bernardi@cra-arc.gc.ca>; ryan.wichers (SSC) <ryan.wichers@canada.ca>; Sanjay Vachali (PSPC) <Sanjay.Vachali@tpsgc-pwgsc.gc.ca>; Stephane McNicholl (NRCAN) <stephane.mcnicholl@canada.ca>; Stephanie Littlejohn CIC <Stephanie.Littlejohn@cic.gc.ca>; Susan Nadon <susan.nadon@canada.ca>; Tanya Guay (VAC) <tanya.guay@canada.ca>; Winnie Pang CWC <winnie.pang@cfc-swc.gc.ca>; Wladyslaw Kinastowsk (CRA) <Wladyslaw.Kinastowski@cra-arc.gc.ca>
Subject: RE: 26 Oct motion guidance / directives

Good afternoon, this guidance is confirmed. As noted, more guidance will be provided later as required. Please continue to provide your records to the Department of Justice for uploading into Ringtail.
Thank you

Bonjour, nous confirmons ces directives. Tel qu'indiqué, d'autres directives seront fournies plus tard au besoin. Veuillez continuer à fournir vos documents au ministère de la Justice pour les télécharger dans Ringtail.
Merci

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Friday, November 13, 2020 3:42 PM
To: Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; [redacted] Bombardier, Manon (HC/SC) <manon.bombardier@canada.ca>; Annik Larocque (ESDC) <annik.larocque@hrsdc-rhdcc.gc.ca>; Cal Piché <Cal.Piche@cic.gc.ca>; Chad Mariage (ISED) <chad.mariage@canada.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Colleen Calvert (GAC) <colleen.calvert@international.gc.ca>; Corinne Boucher (SW) <corinne.boucher@cfc-swc.gc.ca>; Corri Barr (PSPC) <corri.barr@tpsgc-pwgsc.gc.ca>; Danica Vaillancourt (NRCAN) <danica.vaillancourt@canada.ca>; Etienne Caouette-Fraser (CMHC) <ecaouett@cmhc-schl.gc.ca>; Francois Masse (ISC) <francois.masse@canada.ca>; Ian Miller (DND) <ian.miller@forces.gc.ca>; Irene Balite (FIN) <irene.balite@canada.ca>; Iwan chan (ECCC) <iwan.chan@canada.ca>; Jacques Dufort (VAC) <Jacques.Dufort@canada.ca>; Janhabi Nandy (TBS) <janhabi.nandy@tbs-sct.gc.ca>; Jennifer Cleary (VAC) <jennifer.cleary@canada.ca>; Jennifer Mooney (DFO) <jennifer.mooney@dfo-mpo.gc.ca>; Jenny Ratansi-Rodrigues (PCH) <jenny.ratansi-rodrigues@canada.ca>; Jessica Kerr (ESDC) <jessica.kerr@hrsdc-rhdcc.gc.ca>; Jimmy M. Brrackenridge (TC) <jimmy.brackenridge@tc.gc.ca>; Joe Prokipcak (Health Canada) <joseph.prokipcak@canada.ca>; Karl El-Koura (INFC) <karl.elkoura@canada.ca>; katherine.macdonald (AAFC) <katherine.macdonald2@canada.ca>; Laura Corkill (PSPC) <laura.corkill@tpsgc-pwgsc.gc.ca>; Lisa Smylie (SW) <lisa.smylie@cfc-swc.gc.ca>; Lorraine McKenzie Presley (PS) <lorraine.mckenziepresley@canada.ca>; Lorraine Redekop (CRA) <lorraine.redekop@cra-arc.gc.ca>; Louise Hayes (TBS) <louise.hayes@tbs-sct.gc.ca>; Marc Vallières (PS) <marc.vallieres@canada.ca>; Martin Jourdenais (PCH) <martin.jourdenais@canada.ca>; Megan Weekes (DND) <megan.weekes@forces.gc.ca>; Melissa Devlin-Coull (INFC) <melissa.devlin-coull@canada.ca>; Michael Berg (GAC) <michael.berg@international.gc.ca>; Micheline Joanisse (NRCAN) <micheline.joanisse@canada.ca>; Monique Bevan SCC <monique.bevan@canada.ca>; Pamela Carstens (SSC) <pamela.carstens@canada.ca>; Paul comeau (ECCC) <paul.comeau@canada.ca>; Rebecca Barnes (GAC) <rebecca.barnes@international.gc.ca>; Riley Hennessey (DND) <riley.hennessey@forces.gc.ca>; Rima Hamoui (DFO) <rima.hamoui@dfo-mpo.gc.ca>; Sally Thorpe (INAC) <sally.thorpe@canada.ca>; Simon Cardinal (IRCC) <simon.cardinal@cic.gc.ca>; Sophie Bédard (AAFC) <sophie.bedard@canada.ca>; Stephanie Littlejohn IRCC <stephanie.littlejohn@cic.ca>; Tara Hall (CRA) <tara.hall@cra-arc.gc.ca>; Tiffany Caron (SSC) <Tiffany.Caron@canada.ca>; Timothea Gibb (INAC / ISC) <timothea.gibb@canada.ca>; Yanike Legault (JUS) <yanike.legault@justice.gc.ca>; Zachary Healy (JUS) <zachary.healy@justice.gc.ca>; Ana Maia (IC) <ana.maia@canada.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Gaetan Champagne <gaetan.champagne@canada.ca>; Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-bcp.gc.ca>; Anna Romano (PHAC/ASPC) <anna.romano@canada.ca>; Munim, Ata-UL <Ata-UL.Munim@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Genevieve Tremblay <genevieve.tremblay2@canada.ca>; Isabelle Faustin <isabelle.faustin@canada.ca>; James Scott <James.Stott@pwgsc-tpsgc.gc.ca>; John Beaudoin <john.beaudoin@canada.ca>; Kendal Weber <kendal.weber@canada.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Martine Pelletier <martine.pelletier@hrsdc-rhdcc.gc.ca'>; Peppy, Shaun

s.15(1)

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<Shaun.Peppy@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Stringham, James <James.Stringham@justice.gc.ca>; Burnett, John <John.Burnett@nrc-cnrc.gc.ca>; Adriana Simedrea (TC) <adriana.simedrea@tc.gc.ca>; Amelie Gelinas (PCH) <amelie.gelinas@canada.ca>; Andrea King INFC <andrea.king@canada.ca>; Annick Hector (ESDC) <annick.hector@hrsdc-rhdcc.gc.ca>; Benjamin Woodman (PSCP) <benjamin.woodman@tpsgc-pwgsc.gc.ca>; Bryan Kirk (ESDC) <bryan.kirk@hrsdc-rhdcc.gc.ca>; Catherine Morin (PCH) <catherine.morin@canada.ca>; Charles Choi VAC <Charles.choi2@canada.ca>; christian.vezeau@canada.ca; Claudine Bouvier(PSPC) <claudine.bouvier@tpsgc-pwgsc.gc.ca>; Dana Robinson <dana.robinson@tbs-sct.gc.ca>; Daniela Bolivar (INFC) <danelia.bolivar@canada.ca>; dyanna legare VAC <dyanna.legare@canada.ca>; Emilie Anne Duval (TBS) <emilieanne.duval@tbs-sct.gc.ca>; Francois Harvey (FIN) <francois.harvey@canada.ca>; Helga El-Zein (CRA) <Helga.El-Zein@cra-arc.gc.ca>; Isabelle LaFrenière (JUS) <isabelle.lafreniere@justice.gc.ca>; Jason Marshall (VAC) <jason.marshall@canada.ca>; Joanne Contant (AAFC) <joanne.contant@canada.ca>; Jordan Cicalo (HC) <jordan.cicalo@canada.ca>; Julie Samson (ESDC) <julie.samson@hrsdc-rhdcc.gc.ca>; Laura Braun (PS) <laura.braun@canada.ca>; Marc Langis (PCH) <marc.langis@canada.ca>; Mark Power (JUS) <mark.power@justice.gc.ca>; Michael Ricco (ISED) <michael.ricco@canada.ca>; Nastassia Mahdi (INFC) <nastassia.mahdi@canada.ca>; Baker, Nicole <Nicole.Baker@pco-bcp.gc.ca>; Peter Ferguson (DFO) <Peter.Ferguson@dfo-mpo.gc.ca>; Bédard, Rachelle <Rachelle.Bedard@pco-bcp.gc.ca>; Ramzi Yonis (DFO) <ramzi.yonis@dfo-mpo.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Rossano Bernardi (CRA) <Rossano.Bernardi@cra-arc.gc.ca>; ryan.wichers (SSC) <ryan.wichers@canada.ca>; Sanjay Vachali (PSPC) <Sanjay.Vachali@tpsgc-pwgsc.gc.ca>; Stephane McNicholl (NRCAN) <stephane.mcnicholl@canada.ca>; Stephanie Littlejohn CIC <Stephanie.Littlejohn@cic.gc.ca>; Susan Nadon <susan.nadon@canada.ca>; Tanya Guay (VAC) <tanya.guay@canada.ca>; Winnie Pang CWC <winnie.pang@cfc-swc.gc.ca>; Wladyslaw Kinastowsk (CRA) <Wladyslaw.Kinastowski@cra-arc.gc.ca>
Subject: 26 Oct motion guidance / directives

Good afternoon,
Please find attached preliminary guidance concerning the motion adopted by the House of Commons on October 26. Confirmation of the guidance will be provided on Monday.

Bonjour,
Veuillez trouver ci-joint des directives préliminaires concernant la motion adoptée par la Chambre des communes le 26 octobre. Nous confirmerons ces directives lundi.

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Simmering, William

From: Bujold, Pierre-Alain
Sent: Tuesday, November 24, 2020 10:30 AM
To: MacKillop, Ken
Cc: Duchesne, Paul; Butara, Frank
Subject: FW: media request: CTV - COVID motion

Good morning Ken,
FYI that we've received the request below and are working with Jean Cintrat on it.
Thanks.P-A

From: Bujold, Pierre-Alain
Sent: Tuesday, November 24, 2020 10:29 AM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Cc: 'Butara, Frank' <Frank.Butara@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>
Subject: media request: CTV - COVID motion

Good morning Jean,

Please see media request below. Reporter is hoping for a response today. Would you be able to provided a suggested response by 3 pm? If that's not reasonable, please let me know and I can try to negotiate more time.

Request:

I'm hearing this motion for everything COVID is costing a fortune. Apparently, the gov had to hire a consulting firm, external translators, etc.

Can you give me a rundown of firms that are outsourced, how much they are being paid/budgeted, and what they're doing?

Deadline: 5:00 pm

Reporter:

[redacted] **s.19(1)**

CTV News [redacted]
100 Queen Street, Suite 1400
Ottawa, Ontario K1P 1J9

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Simmering, William

From: MacKillop, Ken
Sent: Tuesday, November 24, 2020 5:49 PM
To: Bujold, Pierre-Alain
Cc: Nelson, Fiona; Tessier, Jean; Butara, Frank; Duchesne, Paul
Subject: Re: For Ken review - media request: CTV - COVID motion

Hi PA, I do not wish to send this to other departments to respond. I think we need to manage this one from PCO pls.

For this response, we will want legal and DClerk's office engaged. Let's discuss tomorrow pls. Tks

Sent from my iPhone

On Nov 24, 2020, at 5:35 PM, Bujold, Pierre-Alain <Pierre-Alain.Bujold@pco-bcp.gc.ca> wrote:

Good evening Ken,
Please find below for your review the proposed response for this call. It was reviewed by Jean Cintrat. The lines are previously approved, with the exception of the line in yellow, which is new. There's not really a way for a centrally coordinated response on this one. The draft response was shared with the implicated departments and their analysts.

Request:

I'm hearing this motion for everything COVID is costing a fortune. Apparently, the gov had to hire a consulting firm, external translators, etc.

Can you give me a rundown of firms that are outsourced, how much they are being paid/budgeted, and what they're doing?

Proposed response:

- The Government of Canada is committed to continuing to work with provinces, territories, municipalities, and Indigenous communities to respond to the pandemic and keep Canadians safe and healthy.

- We take this motion and the Government of Canada's duty to support the work of House of Commons committees very seriously.

- The Government of Canada has been actively working to respond to the motion since it was adopted. A number of federal departments have been undertaking thorough reviews of their files to gather the requested documents.

- Since the beginning of the COVID-19 pandemic, many federal departments have been working to support the Government of Canada's pandemic response. This work has touched on a broad range of important areas, such as healthcare, procurement, and regulations.

- Given the considerable scope of this work, the ability to produce all relevant documents is a significant undertaking.

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- As the work of gathering the requested documents is ongoing, we cannot provide an estimate of the resource implications at this time. We can say that at this time, PCO has not engaged any external resources or consultants to respond to the motion. Other departments may have, but you would have to seek information from those departments directly. Here is a list of the implicated departments:
    - Crown and Indigenous Relations Northern Affairs
    - Department of National Defence
    - Finance Canada
    - Global Affairs Canada
    - Health Canada (including Public Health Agency of Canada and Canadian Institute of Health Research)
    - Industry, Science and Economic Development (including National Research Council)
    - Justice Canada
    - Privy Council Office
    - Public Safety (including Canada Border Services Agency, Royal Canadian Mounted Police and Canadian Security Intelligence Service)
    - Public Services and Procurement Canada
    - Transport Canada
    - Treasury Board Secretariat

Deadline: 5:00 pm Wednesday

Reporter:

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s.19(1)

CTV News |
100 Queen Street, Suite 1400
Ottawa, Ontario K1P 1J9

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Simmering, William

From: Bujold, Pierre-Alain
Sent: Tuesday, November 24, 2020 5:04 PM
To: 'Purdy, Rebecca'
Cc: 'CBSA-ASFC-Media Relations'; 'ps.mediarelations-relationsaveclesmedias.sp@canada.ca'; Quenneville, Line; Le Gras, Gilbert
Subject: RE: FYI - possible media request: CTV - COVID motion

Thanks Rebecca!

From: Purdy, Rebecca <Rebecca.Purdy@cbsa-asfc.gc.ca>
Sent: Tuesday, November 24, 2020 4:56 PM
To: Bujold, Pierre-Alain <Pierre-Alain.Bujold@pco-bcp.gc.ca>
Cc: CBSA-ASFC-Media Relations <Media.Relations@cbsa-asfc.gc.ca>; 'ps.mediarelations-relationsaveclesmedias.sp@canada.ca' <ps.mediarelations-relationsaveclesmedias.sp@canada.ca>; Quenneville, Line <Line.Quenneville@pco-bcp.gc.ca>; Le Gras, Gilbert <Gilbert.LeGras@pco-bcp.gc.ca>
Subject: RE: FYI - possible media request: CTV - COVID motion

Hi Pierre-Alain,

Please see edit below (green highlight).

Thank you.
-Rebecca

Proposed response:

- The Government of Canada is committed to continuing to work with provinces, territories, municipalities, and Indigenous communities to respond to the pandemic and keep Canadians safe and healthy.

- We take this motion and the Government of Canada's duty to support the work of House of Commons committees very seriously.

- The Government of Canada has been actively working to respond to the motion since it was adopted. A number of federal departments have been undertaking thorough reviews of their files to gather the requested documents.

- Since the beginning of the COVID-19 pandemic, many federal departments have been working to support the Government of Canada's pandemic response. This work has touched on a broad range of important areas, such as healthcare, procurement, and regulations.

- Given the considerable scope of this work, the ability to produce all relevant documents is a significant undertaking.

- As the work of gathering the requested documents is ongoing, we cannot provide an estimate of the resource implications at this time. We can say that at this time, PCO has not engaged any external resources or consultants to respond to the motion. Other departments may have, but you would have to seek information from those departments directly. Here is a list of the implicated departments:
    - Crown and Indigenous Relations Northern Affairs

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- Department of National Defence
- Finance Canada
- Global Affairs Canada
- Health Canada (including Public Health Agency of Canada and Canadian Institute of Health Research)
- Industry, Science and Economic Development (including National Research Council)
- Justice Canada
- Privy Council Office
- Public Safety (including Canadian Canada Border Services Agency, Royal Canadian Mounted Police and Canadian Security Intelligence Service)
- Public Services and Procurement Canada
- Transport Canada
- Treasury Board Secretariat

s.15(1)
s.16(2)

Rebecca Purdy
Senior Spokesperson | Porte-parole principale
Canada Border Services Agency | Agence des services frontaliers du Canada
rebecca.purdy@cbsa-asfc.gc.ca
Cell : (343) 543-9536

**

Please note that all media queries are now being directed to the National Headquarters Media Relations team's ***NEW*** email address at: media@cbsa-asfc.gc.ca
Veuillez noter que toutes les demandes des médias sont maintenant redirigées à la ***NOUVELLE*** adresse courriel de l'équipe nationale des Relations avec les médias : media@cbsa-asfc.gc.ca

---

From: Bujold, Pierre-Alain <Pierre-Alain.Bujold@pco-bcp.gc.ca>
Sent: November 24, 2020 4:44 PM
To: hc.media.sc@canada.ca; ic.mediarelations-mediasrelations.ic@canada.ca; Media Relations / Relations avec les médias (PS/SP) <ps.mediarelations-relationsaveclesmedias.sp@canada.ca>; media@justice.gc.ca; mlo-blm@forces.gc.ca; rcaanc.media.cirnac@canada.ca; fin.media-media.fin@canada.ca; media@international.gc.ca; ; CBSA-ASFC-Media Relations <Media.Relations@cbsa-asfc.gc.ca>; rcmp.hqmediarelations-dgrelationsmedias.grc@rcmp-grc.gc.ca; media@tc.gc.ca; media@tbs-sct.gc.ca
Cc: Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>; Martel, Camille <Camille.Martel@pco-bcp.gc.ca>; 'Butara, Frank' <@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Donovan, John <John.Donovan@pco-bcp.gc.ca>; Le Gras, Gilbert <Gilbert.LeGras@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Cummings, Laura <Laura.Cummings@pco-bcp.gc.ca>; Fennell, Melissa <Melissa.Fennell@pco-bcp.gc.ca>; Quenneville, Line <Line.Quenneville@pco-bcp.gc.ca>; O'Nions, Christine <Christine.O'Nions@pco-bcp.gc.ca>; Golbeck, Bonnie <Bonnie.Golbeck@pco-bcp.gc.ca>
Subject: RE: FYI - possible media request: CTV - COVID motion

Hi again all. Adding several more departments as I've received an updated list of implicated departments.
Pierre-Alain

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

From: Bujold, Pierre-Alain
Sent: Tuesday, November 24, 2020 2:52 PM
To: 'hc.media.sc@canada.ca' <hc.media.sc@canada.ca>; ic.mediarelations-mediasrelations.ic@canada.ca; Media Relations / Relations avec les médias (PS/SP) <ps.mediarelations-relationsaveclesmedias.sp@canada.ca>; 'media@tpsgc-pwgsc.gc.ca' <media@tpsgc-pwgsc.gc.ca>
Cc: Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>; Martel, Camille <Camille.Martel@pco-bcp.gc.ca>; 'Butara, Frank' <Frank.Butara@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Donovan, John <John.Donovan@pco-bcp.gc.ca>; Le Gras, Gilbert <Gilbert.LeGras@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>
Subject: FYI - possible media request: CTV - COVID motion

Good afternoon colleagues,

Heads-up that PCO has received the following request, and have the draft response below. You'll note that your mentioned, and may therefore be contacted by the reporter. We'll inform you of our final response.

Thanks.
Pierre-Alain
[redacted]cell

s.16(2)

Request:

I'm hearing this motion for everything COVID is costing a fortune. Apparently, the gov had to hire a consulting firm, external translators, etc.

Can you give me a rundown of firms that are outsourced, how much they are being paid/budgeted, and what they're doing?

Proposed response:

- The Government of Canada is committed to continuing to work with provinces, territories, municipalities, and Indigenous communities to respond to the pandemic and keep Canadians safe and healthy.

- We take this motion and the Government of Canada's duty to support the work of House of Commons committees very seriously.

- The Government of Canada has been actively working to respond to the motion since it was adopted. A number of federal departments have been undertaking thorough reviews of their files to gather the requested documents.

- Since the beginning of the COVID-19 pandemic, many federal departments have been working to support the Government of Canada's pandemic response. This work has touched on a broad range of important areas, such as healthcare, procurement, and regulations.

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- Crown and Indigenous Relations Northern Affairs

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- Department of National Defence
- Finance Canada
- Global Affairs Canada
- Health Canada (including Public Health Agency of Canada and Canadian Institute of Health Research)
- Industry, Science and Economic Development (including National Research Council)
- Justice Canada
- Privy Council Office
- Public Safety (including Canadian Border Services Agency, Royal Canadian Mounted Police and Canadian Security Intelligence Service)
- Public Services and Procurement Canada
- Transport Canada
- Treasury Board Secretariat

Deadline: 5:00 pm

s.19(1)

Reporter:

CTV News
100 Queen Street, Suite 1400
Ottawa, Ontario K1P 1J9

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Simmering, William

From: Bujold, Pierre-Alain
Sent: Tuesday, November 24, 2020 4:50 PM
To: 'Lemire, Ashley'
Subject: RE: FYI - possible media request: CTV - COVID motion

Maybe you should change the name of the dpt. After all, the borders are Canadian ☺

From: Lemire, Ashley <Ashley.Lemire@cbsa-asfc.gc.ca>
Sent: Tuesday, November 24, 2020 4:48 PM
To: Bujold, Pierre-Alain <Pierre-Alain.Bujold@pco-bcp.gc.ca>
Subject: RE: FYI - possible media request: CTV - COVID motion

It's a common mistake :)

Ashley Lemire
Manager, Media Relations / Gestionnaire, Relations avec les médias
Canada Border Services Agency / Agence des services frontaliers du Canada
Telephone / Téléphone : 343-543-9689

-------- Original message --------
From: "Bujold, Pierre-Alain" <Pierre-Alain.Bujold@pco-bcp.gc.ca>
Date: 2020-11-24 4:47 p.m. (GMT-05:00)
To: "Lemire, Ashley" <Ashley.Lemire@cbsa-asfc.gc.ca>
Subject: RE: FYI - possible media request: CTV - COVID motion

Thanks! egg on my face!

From: Lemire, Ashley <Ashley.Lemire@cbsa-asfc.gc.ca>
Sent: Tuesday, November 24, 2020 4:47 PM
To: Bujold, Pierre-Alain <Pierre-Alain.Bujold@pco-bcp.gc.ca>
Subject: RE: FYI - possible media request: CTV - COVID motion

FYI - it's Canada Border Services Agency not Canadian Border Services Agency.

Ashley Lemire
Manager, Media Relations / Gestionnaire, Relations avec les médias
Canada Border Services Agency / Agence des services frontaliers du Canada
Telephone / Téléphone : 343-543-9689

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

-------- Original message --------
From: "Bujold, Pierre-Alain" <Pierre-Alain.Bujold@pco-bcp.gc.ca>
Date: 2020-11-24 4:44 p.m. (GMT-05:00)
To: hc.media.sc@canada.ca, ic.mediarelations-mediasrelations.ic@canada.ca, "Media Relations / Relations avec les médias (PS/SP)" <ps.mediarelations-relationsaveclesmedias.sp@canada.ca>, media@justice.gc.ca, mlo-blm@forces.gc.ca, rcaanc.media.cirnac@canada.ca, fin.media-media.fin@canada.ca, media@international.gc.ca, [redacted], CBSA-ASFC-Media Relations <Media.Relations@cbsa-asfc.gc.ca>, rcmp.hqmediarelations-dgrelationsmedias.grc@rcmp-grc.gc.ca, media@tc.gc.ca, media@tbs-sct.gc.ca
Cc: "Patterson, Adine" <Adine.Patterson@pco-bcp.gc.ca>, "Martel, Camille" <Camille.Martel@pco-bcp.gc.ca>, "'Butara, Frank'" <[redacted]@pco-bcp.gc.ca>, "Duchesne, Paul" <Paul.Duchesne@pco-bcp.gc.ca>, "Donovan, John" <John.Donovan@pco-bcp.gc.ca>, "Le Gras, Gilbert" <Gilbert.LeGras@pco-bcp.gc.ca>, "Baldwin, Andrew" <Andrew.Baldwin@pco-bcp.gc.ca>, "Cummings, Laura" <Laura.Cummings@pco-bcp.gc.ca>, "Fennell, Melissa" <Melissa.Fennell@pco-bcp.gc.ca>, "Quenneville, Line" <Line.Quenneville@pco-bcp.gc.ca>, "O'Nions, Christine" <Christine.O'Nions@pco-bcp.gc.ca>, "Golbeck, Bonnie" <Bonnie.Golbeck@pco-bcp.gc.ca>
Subject: RE: FYI - possible media request: CTV - COVID motion

s.15(1)
s.16(2)

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Pierre-Alain

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Cc: Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>; Martel, Camille <Camille.Martel@pco-bcp.gc.ca>; 'Butara, Frank' <Frank.Butara@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Donovan, John <John.Donovan@pco-bcp.gc.ca>; Le Gras, Gilbert <Gilbert.LeGras@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>
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Thanks.
Pierre-Alain
[redacted] cell

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Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Proposed response:

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- We take this motion and the Government of Canada's duty to support the work of House of Commons committees very seriously.

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- Finance Canada
- Global Affairs Canada
- Health Canada (including Public Health Agency of Canada and Canadian Institute of Health Research)
- Industry, Science and Economic Development (including National Research Council)
- Justice Canada
- Privy Council Office
- Public Safety (including Canadian Border Services Agency, Royal Canadian Mounted Police and Canadian Security Intelligence Service)
- Public Services and Procurement Canada
- Transport Canada
- Treasury Board Secretariat

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s.19(1)

Deadline: 5:00 pm

Reporter:

[redacted]
CTV News [redacted]
100 Queen Street, Suite 1400
Ottawa, Ontario K1P 1J9

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Simmering, William

From: Media / Média (FIN) <fin.media-media.fin@canada.ca>
Sent: Tuesday, November 24, 2020 5:05 PM
To: Bujold, Pierre-Alain
Subject: RE: FYI - possible media request: CTV - COVID motion

Merci. Tiens-nous au courant si ça change.

Marie-France Faucher
Media Relations | Relations avec les médias
Cell : [redacted]

s.16(2)

From: Bujold, Pierre-Alain <Pierre-Alain.Bujold@pco-bcp.gc.ca>
Sent: November 24, 2020 4:44 PM
To: HEALTH MEDIA SANTÉ (HC/SC) <hc.media.sc@canada.ca>; Media Relations / Medias relations (IC) <ic.mediarelations-mediasrelations.ic@canada.ca>; Media Relations / Relations avec les médias (PS/SP) <ps.mediarelations-relationsaveclesmedias.sp@canada.ca>; media@justice.gc.ca; mlo-blm@forces.gc.ca; Media (RCAANC/CIRNAC) <RCAANC.Media.CIRNAC@canada.ca>; Media / Média (FIN) <fin.media-media.fin@canada.ca>; media@international.gc.ca; [redacted]; CBSA-ASFC-Media Relations <Media.Relations@cbsa-asfc.gc.ca>; rcmp.hqmediarelations-dgrelationsmedias.grc@rcmp-grc.gc.ca; media@tc.gc.ca; media@tbs-sct.gc.ca
Cc: Patterson - EXT, Adine (Ext.) <adine.patterson@pco-bcp.gc.ca>; Martel, Camille (Ext.) <camille.martel@pco-bcp.gc.ca>; 'Butara, Frank' <[redacted]@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Donovan, John (Ext.) <john.donovan@pco-bcp.gc.ca>; Le Gras, Gilbert <Gilbert.LeGras@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Cummings, Laura <Laura.Cummings@pco-bcp.gc.ca>; Fennell, Melissa <Melissa.Fennell@pco-bcp.gc.ca>; Quenneville, Line <Line.Quenneville@pco-bcp.gc.ca>; O'Nions, Christine <Christine.O'Nions@pco-bcp.gc.ca>; Golbeck, Bonnie <Bonnie.Golbeck@pco-bcp.gc.ca>
Subject: RE: FYI - possible media request: CTV - COVID motion

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Cc: Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>; Martel, Camille <Camille.Martel@pco-bcp.gc.ca>; 'Butara, Frank' <Frank.Butara@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Donovan, John <John.Donovan@pco-bcp.gc.ca>; Le Gras, Gilbert <Gilbert.LeGras@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>
Subject: FYI - possible media request: CTV - COVID motion

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Good afternoon colleagues,

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Thanks.
Pierre-Alain
[redacted] cell

s.16(2)

Request:

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- Industry, Science and Economic Development (including National Research Council)
- Justice Canada
- Privy Council Office
- Public Safety (including Canadian Border Services Agency, Royal Canadian Mounted Police and Canadian Security Intelligence Service)

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- Public Services and Procurement Canada
- Transport Canada
- Treasury Board Secretariat

Deadline: 5:00 pm

Reporter:

[redacted]
CTV News | [redacted]
100 Queen Street, Suite 1400
Ottawa, Ontario K1P 1J9

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Simmering, William

From: Mondou, Isabelle
Sent: Tuesday, November 24, 2020 11:50 AM
To: Butara, Frank; Cummings, Laura
Cc: Tessier, Jean; MacKillop, Ken; Chretien, Kimberley
Subject: RE: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-11-23

Thanks. Looking forward to see if your meeting with depart will bring more changes.

From: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Sent: Tuesday, November 24, 2020 10:27 AM
To: Cummings, Laura <Laura.Cummings@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Cc: Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
Subject: RE: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-11-23

Hi Isabelle,

To close the loop, Jean C. had no more comments/changes to the MLQAs at this time. To note, our media relations colleagues just received a media call on this issue (the motion). Paul is reaching out to Jean C. for details (subject matter of the media call is on costing and contracts).

Thanks!

Frank

Frank Butara
Privy Council Office / Bureau du Conseil privé
Mobile: [redacted]

From: Cummings, Laura <Laura.Cummings@pco-bcp.gc.ca>
Sent: Monday, November 23, 2020 4:36 PM
To: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Cc: Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
Subject: RE: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-11-23

Hi Isabelle –

As discussed, please find attached the revised lines.

Thanks very much,
Laura

Laura.cummings@pco-bcp.gc.ca
Cell | Céllulaire : [redacted]

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

From: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Sent: Monday, November 23, 2020 3:53 PM
To: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Cc: Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Cummings, Laura <Laura.Cummings@pco-bcp.gc.ca>
Subject: RE: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-11-23

Yes, I am. I will share as a draft.

From: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Sent: Monday, November 23, 2020 3:52 PM
To: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Cc: Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Cummings, Laura <Laura.Cummings@pco-bcp.gc.ca>
Subject: Re: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-11-23

Hi,

Departments have not yet been engaged on these media lines. We were going to discuss them on our call tomorrow with implicated departments.

Laura will be updating the lines ASAP and provide them on this email chain. A reminder that some data is not yet available (ie. translation costs, etc.)

Are you ok to send these to the deputy clerk as draft until departments have been engaged and we have confirmed financial data? Depending on what other QAs are added, a legal review may be required.

Please advise.

Thanks,

Frank

Sent from my iPhone

> On Nov 23, 2020, at 3:32 PM, Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca> wrote:
>
> Frank:
>
> I have reviewed and made only few small comments.
>
> I understand that this version has been reviewed by Maia and Jean.
>
> At this stage, has other departments been consulted?
>
> I would like to send the revised version to the Deputy Clerk today if possible.
> <PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-11-23.docx>

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Simmering, William

From: Bujold, Pierre-Alain
Sent: Tuesday, November 24, 2020 2:29 PM
To: Duchesne, Paul
Subject: Re: Response for consideration: media request: CTV - COVID motion

Will do

Sent from my iPhone

On Nov 24, 2020, at 2:27 PM, Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca> wrote:

We will need to give other departments (and related PCO analysts) a heads-up that the reporter may be contacting them. We should do so as soon as possible.

From: Bujold, Pierre-Alain <Pierre-Alain.Bujold@pco-bcp.gc.ca>
Sent: November 24, 2020 1:46 PM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Cc: Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Subject: Response for consideration: media request: CTV - COVID motion

Hi Jean, as discussed, proposed response is below for your consideration. The bullets, with the exception of the yellow, are pre-approved.

Request:

I'm hearing this motion for everything COVID is costing a fortune. Apparently, the gov had to hire a consulting firm, external translators, etc.

Can you give me a rundown of firms that are outsourced, how much they are being paid/budgeted, and what they're doing?

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  - Health Canada
  - Innovation, Science and Economic Development Canada
  - Privy Council Office
  - Public Health Agency of Canada
  - Public Safety
    Public Services and Procurement Canada

Deadline: 5:00 pm

s.19(1)

Reporter:

[redacted]
CTV News
100 Queen Street, Suite 1400
Ottawa, Ontario K1P 1J9

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Simmering, William

From: Bujold, Pierre-Alain
Sent: Tuesday, November 24, 2020 5:13 PM
To: Cintrat, Jean
Cc: Duchesne, Paul; Butara, Frank
Subject: RE: Response for consideration: media request: CTV - COVID motion

Yes, I've since been given an updated list:

- Crown and Indigenous Relations Northern Affairs
- Department of National Defence
- Finance Canada
- Global Affairs Canada
- Health Canada (including Public Health Agency of Canada and Canadian Institute of Health Research)
- Industry, Science and Economic Development (including National Research Council)
- Justice Canada
- Privy Council Office
- Public Safety (including Canada Border Services Agency, Royal Canadian Mounted Police and Canadian Security Intelligence Service)
- Public Services and Procurement Canada
- Transport Canada
- Treasury Board Secretariat

Merci Jean!
P-A

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Tuesday, November 24, 2020 5:11 PM
To: Bujold, Pierre-Alain <Pierre-Alain.Bujold@pco-bcp.gc.ca>
Cc: Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Subject: RE: Response for consideration: media request: CTV - COVID motion

Fine by me. Note that the list of Departments you use below is not exhaustive. There are more involved

---

From: Bujold, Pierre-Alain <Pierre-Alain.Bujold@pco-bcp.gc.ca>
Sent: Tuesday, November 24, 2020 1:46 PM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Cc: Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
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Request:

I'm hearing this motion for everything COVID is costing a fortune. Apparently, the gov had to hire a consulting firm, external translators, etc.

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Can you give me a rundown of firms that are outsourced, how much they are being paid/budgeted, and what they're doing?

Proposed response:

- The Government of Canada is committed to continuing to work with provinces, territories, municipalities, and Indigenous communities to respond to the pandemic and keep Canadians safe and healthy.

- We take this motion and the Government of Canada's duty to support the work of House of Commons committees very seriously.

- The Government of Canada has been actively working to respond to the motion since it was adopted. A number of federal departments have been undertaking thorough reviews of their files to gather the requested documents.

- Since the beginning of the COVID-19 pandemic, many federal departments have been working to support the Government of Canada's pandemic response. This work has touched on a broad range of important areas, such as healthcare, procurement, and regulations.

- Given the considerable scope of this work, the ability to produce all relevant documents is a significant undertaking.

- As the work of gathering the requested documents is ongoing, we cannot provide an estimate of the resource implications at this time. We can say that at this time, PCO has not engaged any external resources or consultants to respond to the motion. Other departments may have, but you would have to seek information from those departments directly. Here is a list of the implicated departments:
  - Health Canada
  - Innovation, Science and Economic Development Canada
  - Privy Council Office
  - Public Health Agency of Canada
  - Public Safety
    Public Services and Procurement Canada

Deadline: 5:00 pm

Reporter:

s.19(1)

CTV News
100 Queen Street, Suite 1400
Ottawa, Ontario K1P 1J9

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Simmering, William

From: Rivet, Raymond
Sent: Tuesday, November 24, 2020 5:24 PM
To: Dhillon, Sherry; Chretien, Kimberley; Tessier, Jean; MacKillop, Ken
Subject: FW: Motion for the Production of Papers - Directions on Preservation and Collection of Documents
Attachments: Motion for the Production of Papers - COVID - Further Directions from Justice Canada on Preservation and Collection of Documents ; Preservation Protocol - Local and Shared Drives - Custodian (EN).docx; Preservation Protocol - Outlook - Custodian (EN).docx; Protocole de préservation - Disque Local et Réseau - Détenteur (FR).docx; Protocole de préservation - Outlook - Détenteurs (FR).docx

Attachments are duplicates

Just so you have the whole picture, attached and below are instructions related to the preservation, collection and transfer of documents.
This is rather complex and I want to clear on the process before sharing this with managers (tomorrow).
RR

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: 17 novembre 2020 13:43
To: Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Shannon, Tara <Tara.Shannon@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>
Cc: Neilson, David <David.Neilson@pco-bcp.gc.ca>; Lefebvre, Robert <Robert.Lefebvre@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; Bisson, Melissa <Melissa.Bisson@pco-bcp.gc.ca>
Subject: Motion for the Production of Papers - Directions on Preservation and Collection of Documents

Good Afternoon,

Further to the guidance issued by the Department of Justice on November 10, 2020, I will be your point of contact as the Motion Coordinator for PCO for the October 26, 2020 House of Commons Motion to Provide Documents to the Standing Committee on Health (Covid-19 Pandemic).

To compile the Government's response to the motion, we will use an eDiscovery document review platform called Ringtail to store all responsive documents, and to review and redact them. Two databases will be created – one rated for Secret documents, another for Protected B and unclassified documents. These databases will be housed in the Ringtail environments of the Department of Justice.

Ringtail has several analytics functions that will make document review and redaction more efficient and consistent:

- Identical documents can be identified: duplicates can be eliminated from review.
- Chains of emails can be identified and only those emails needed to provide all the content in the email chain need be reviewed.
- Documents are fully indexed and their content can be searched.
- Documents that are conceptually related can be clustered and tasked to the same reviewer.

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- Workflows can direct documents to reviewers in structured assignments; progress on assignments can be monitored; when they have been reviewed, documents can be put into new workflows for quality control assessment.

The analytics functions of Ringtail require that we collect documents in their native format: their content and metadata should not be altered.

On November 13, PCO provided further guidance on scoping, interpretations of terms and the identification of sensitive information. We are now asking PCO branches to collect relevant records, in accordance with these guidelines, in preparation for uploading into Ringtail.

Individuals who have identified documents relevant to the Motion must read the following protocols for preserving the documents:

i. Preservation Protocols for Custodians - Microsoft Outlook
ii. Preservation Protocol for Custodians – Local and Shared Drive on a Network

PCO-IT has created four (4) folders on the shared network drive ("S" drive) for each branch to store Outlook data files (.pst) and Local Drive and Shared Drive documents. The four (4) folders are the following:

i. Outlook– Protected B, Protected A and Unclassified
ii. Outlook – Secret
iii. Documents– Protected B, Protected A and Unclassified
iv. Documents – Secret

Every individual in your branch who has relevant documents is asked to create a subfolder within each of the four (4) folders above, as required. Each subfolder must be named as follows: **Last Name, First Name**.

Please complete the work of collecting records as soon as possible. If individuals within your branch encounter difficulties unencrypting a document identified on a local drive or on the shared network drive, please do not hesitate to contact me by email (tamara.jeffrey@pco-bcp.gc.ca) or phone [redacted]. s.16(2)

Once the steps in the protocols for preserving Outlook data file (.pst) and documents on local and shared network drives have been completed please send an email to tamara.jeffrey@pco-bcp.gc.ca confirming completion. This will allow PCO-IT officials to complete the collection of documents.

Upon completion of the transmittal of the PCO holdings the Department of Justice, subject matter experts will be given access to Ringtail to review and highlight sensitive information contained in the Department's records. For the database of Protected B and unclassified documents, subject matter experts will be issued credentials and a Cryptocard to access the database remotely. The Secret database will only be accessible by visiting the Department of Justice offices.

To this end, we would ask that you identify subject matter experts within your branch who will require access to Ringtail and provide their names to me via email (tamara.jeffrey@pco-bcp.gc.ca) by noon on Thursday, November 19, 2020.

I understand that you may have additional questions regarding the preservation and collection of documents. I will provide further guidance as this project unfolds.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire

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Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

s.16(2)

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Simmering, William

From: Chretien, Kimberley
Sent: Tuesday, November 24, 2020 4:24 PM
To: Rivet, Raymond; Dhillon, Sherry
Cc: MacKillop, Ken; Tessier, Jean
Subject: RE: HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic
Attachments: ATIP requests

I've attached and pasted the list below. Thanks, Kim

Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Tuesday, November 24, 2020 4:18 PM
To: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
Cc: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
Subject: HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic

Sherry – Here is the message to send out to both Comms and the Hub.
Kim – As soon as we have your distribution list, we will add it to the tasking email.

Colleagues,
Please see the attached request for the production of documents related to the Government's response to the COVID-19 pandemic. The text of the motion appears at the end of the document. Additional direction will be provided shortly regarding the collection and initial storage of documents prior to their transfer to Justice Canada via Ringtail. Questions on the collection of documents pursuant to this motion can be directed to Raymond Rivet [redacted] s.16(2)

Collègues,
Veuillez trouver ci-joint une demande de production de documents liés à la réponse du gouvernement à la pandémie COVID-19. (Le texte de la motion figure à la fin du document)
Des directives additionnelles seront fournies sous peu concernant la collecte et l'entreposage de documents avant le transfert au ministère de la Justice du Canada via Ringtail. Des questions sur la collecte des documents conformément à la motion peuvent être adressées à Raymond Rivet [redacted]

From: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Sent: 24 novembre 2020 13:54
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-

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CommsAIPRP@pco-bcp.gc.ca>
Cc: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Subject: FW: 26 Oct motion guidance / directives

Bonjour Ray,

Please find the tasking from Mr. Jennings' office.

Merci!

Guylaine

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Simmering, William

Contact Group Name: ATIP requests

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Members:

Baker, Mary Beth	MaryBeth.Baker@pco-bcp.gc.ca
Baldwin, Andrew	Andrew.Baldwin@pco-bcp.gc.ca
Bell, Stephanie	Stephanie.Bell@pco-bcp.gc.ca
Blanchard, Chanel	Chanel.Blanchard@pco-bcp.gc.ca
Chew, Jennifer	Jennifer.Chew@pco-bcp.gc.ca
Chretien, Kimberley	Kimberley.Chretien@pco-bcp.gc.ca
Côté, Celeste	Celeste.Cote@pco-bcp.gc.ca
Guthrie, Jordan	Jordan.Guthrie@pco-bcp.gc.ca
Labelle, Nadine	Nadine.Labelle@pco-bcp.gc.ca
Laghi, Brian	Brian.Laghi@pco-bcp.gc.ca
Leboeuf, Gabriel	Gabriel.Leboeuf@pco-bcp.gc.ca
Maher, Brenna	Brenna.Maher@pco-bcp.gc.ca
McLaren, Steven	Steven.McLaren@pco-bcp.gc.ca
Mitchell, Heloise	Heloise.Mitchell@pco-bcp.gc.ca
Mondou, Isabelle	Isabelle.Mondou@pco-bcp.gc.ca
Naidoo, Ravendra	Ravendra.Naidoo@pco-bcp.gc.ca
Wesley, Laura	Laura.Wesley@pco-bcp.gc.ca

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Simmering, William

From: Mondou, Isabelle
Sent: Wednesday, November 25, 2020 6:52 PM
To: Fee, Stuart
Subject: FW: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-11-23
Attachments: PCO_COVID Motion_MLQAs_EN_Draft-V3_2020-11-23.docx

Attachment is duplicate

My bad. I forgot to cc you.

From: Mondou, Isabelle
Sent: Monday, November 23, 2020 6:36 PM
To: Tremblay, Christyne <Christyne.Tremblay@pco-bcp.gc.ca>; McCowan, Ian <Ian.McCowan@pco-bcp.gc.ca>; 'Nathalie.G.Drouin@justice.gc.ca' <Nathalie.G.Drouin@justice.gc.ca>
Cc: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Pham, Thao <Thao.Pham@pco-bcp.gc.ca>
Subject: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-11-23

Christyne, Ian, Nathalie:

Please find attached the draft media lines we discussed on Friday.

The draft lines will be discussed with other relevant departments tomorrow at an interdepartmental meeting.

Happy to discuss!

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Simmering, William

From: Jones, Murray
Sent: Wednesday, November 25, 2020 9:47 AM
To: Stark, Meagan; Kirkey, Joshua; McKinney, Justin
Subject: FYI: HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic
Attachments: Nov 13 tasking COVID PRÉLIMINAIRE FR.docx; Tasking COVID Nov 13 EN PRELIMINARY.docx

Attachment is duplicate

Good morning,

A Motion was tabled in the House that requires PCO to provide a number of COVID-related records to the Standing Committee on Health. In the attached English version, I've highlighted on the last page those for which I believe we will have records.

Consider this a heads up for now, as we will receive more information on where to put the documents later today. This will be processed differently that what we're used to for ATIPs.

We will also have a short window to provide what we have, so please give your teams a heads up that this will need to be made a priority once we receive instructions on where to place the documents and any other parameters we may need to follow. An extension is not likely—they can only be granted upon request by the Clerk, so it will be a firm deadline for all of us.

Let me know if you have any questions. Thank you!

Murray Jones
Privy Council Office / Bureau du Conseil privé
613-302-8961
murray.jones@pco-bcp.gc.ca

From: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca> **On Behalf Of** CommsATIP / CommsAIPRP (PCO/BCP)
Sent: November 25, 2020 8:54 AM
To: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>
Subject: HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic

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Colleagues,
Please see the attached request for the production of documents related to the Government's response to the COVID-19 pandemic. The text of the motion appears at the end of the document. Additional direction will be provided shortly regarding the collection and initial storage of documents prior to their transfer to Justice Canada via Ringtail. Questions on the collection of documents pursuant to this motion can be directed to Raymond Rivet (613) 513-5073.

Collègues,
Veuillez trouver ci-joint une demande de production de documents liés à la réponse du gouvernement à la pandémie COVID-19. Le texte de la motion figure à la fin du document.
Des directives additionnelles seront fournies sous peu concernant la collecte et l'entreposage de documents avant le transfert au ministère de la Justice du Canada via Ringtail. Des questions sur la collecte des documents conformément à la motion peuvent être adressées à Raymond Rivet (613) 513-5073.

Sherry Dhillon

Project Coordinator, Strategic Communications
Privy Council Office / Government of Canada
sherry.dhillon@pco-bcp.gc.ca / Cell: [redacted]

Coordonnatrice de projets, Communications stratégiques
Bureau du Conseil privé / Gouvernement du Canada
sherry.dhillon@pco-bcp.gc.ca / Tél. cell. : [redacted]

From: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Sent: 24 novembre 2020 13:54
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>
Cc: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Subject: FW: 26 Oct motion guidance / directives

Bonjour Ray,

Please find the tasking from Mr. Jennings' office.

Merci!

Guylaine

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Simmering, William

From: Mondou, Isabelle
Sent: Wednesday, November 25, 2020 3:55 PM
To: Bujold, Pierre-Alain; van Dieen, Jodie; McCowan, Ian; Welbourne, Maia
Cc: Chretien, Kimberley; McAdam, Ryan; MacKillop, Ken; Tessier, Jean; Duchesne, Paul; Nelson, Fiona; Butara, Frank
Subject: Re: For review - media request: CTV - COVID motion

I would only propose to change the last para to replace it by to convey the sense that this is premature:

- As the work of gathering the requested documents is ongoing, the full internal or contracted resources implications of this task are still unknown at this time. Any contracts awarded for external support will be disclosed on departmental proactive disclosure websites and on open.canada.ca

Sent from my BlackBerry 10 smartphone on the Bell network. s.23

[redacted]

Subject: RE: For review - media request: CTV - COVID motion

[redacted] i've just heard from Ian's office that he's good with this. Isabelle – ok with you?

[redacted]

From: van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca> s.23
Sent: [redacted]
To: Bujold, Pierre-Alain <Pierre-Alain.Bujold@pco-bcp.gc.ca>; McCowan, Ian <Ian.McCowan@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Cc: Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; 'Butara, Frank'; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>
Subject: RE: For review - media request: CTV - COVID motion

[redacted]
Jodie

Jodie van Dieen
Counsel to the Clerk of the Privy Council and Assistant Deputy Minister
Privy Council Office Legal Services Sector |
Conseillère juridique auprès du greffier du Conseil privé et sous-ministre adjointe
Secteur des services juridiques du Bureau du Conseil privé
Telephone | Téléphone: 613-957-5726

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From: Bujold, Pierre-Alain <Pierre-Alain.Bujold@pco-bcp.gc.ca>
Sent: Wednesday, November 25, 2020 12:54 PM
To: van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; McCowan, Ian <Ian.McCowan@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Cc: Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; 'Butara, Frank'; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>
Subject: For review - media request: CTV - COVID motion

Good afternoon folks.
Please see media request below. Our draft response is below for your consideration. The first 4 bullets are preapproved.
We consulted Jean Cintrat on the response, and Ken has reviewed. Please flag any concerns.
Thank you

Pierre-Alain Bujold
Media Relations / Relations avec les médias
Privy Council Office/Bureau du Conseil privé
613-960-4046 / [redacted] cell

s.16(2)

Request:

I'm hearing this motion for everything COVID is costing a fortune. Apparently, the gov had to hire a consulting firm, external translators, etc.

Can you give me a rundown of firms that are outsourced, how much they are being paid/budgeted, and what they're doing?

Proposed response:

- The Government of Canada is committed to continuing to work with provinces, territories, municipalities, and Indigenous communities to respond to the pandemic and keep Canadians safe and healthy.

- We take this motion and the Government of Canada's duty to support the work of House of Commons committees very seriously.

- The Government of Canada has been actively working to respond to the motion since it was adopted. A number of federal departments have been undertaking thorough reviews of their files to gather the requested documents.

- Since the beginning of the COVID-19 pandemic, many federal departments have been working to support the Government of Canada's pandemic response. This work has touched on a broad range of important areas, such as healthcare, procurement, and regulations.

- As the work of gathering the requested documents is ongoing, we cannot provide an estimate of the internal or contracted resources implications at this time. Any contracts awarded for external support will be disclosed on departmental proactive disclosure websites and on open.canada.ca.

Deadline: 5:00 pm Wednesday

Reporter:

[redacted]

s.19(1)

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s.19(1)

CTV News | [redacted]
100 Queen Street, Suite 1400
Ottawa, Ontario K1P 1J9

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Simmering, William

From: Dhillon, Sherry
Sent: Wednesday, November 25, 2020 8:43 AM
To: Rivet, Raymond
Subject: RE: HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic

Sounds good, call me at your convenience. ☺

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Wednesday, November 25, 2020 7:18 AM
To: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Subject: Re: HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic

Hi Sherry. Let's touch base on this after 8 am this morning.

Sent from my iPhone

> On Nov 24, 2020, at 5:32 PM, Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca> wrote:
>
> To be clear, can I send?
>
> **From:** Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
> **Sent:** Tuesday, November 24, 2020 5:05 PM
> **To:** Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
> **Subject:** RE: HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic
>
> This list is fine. Thanks.
>
> **From:** Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
> **Sent:** 24 novembre 2020 16:56
> **To:** Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
> **Subject:** RE: HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic
>
> I added the usual directors/managers that we task for records search:
>
> To: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-

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bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Rivet, Raymond Raymond.Rivet@pco-bcp.gc.ca
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Marinier, Caroline Caroline.Marinier@pco-bcp.gc.ca

Should I be adding individual Comms employees/analysts?

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Tuesday, November 24, 2020 4:52 PM
To: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Subject: RE: HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic

Thanks. Please send me the list of recipients for Comms so I can review.

From: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Sent: 24 novembre 2020 16:51
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: RE: HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic

Thanks Raymond, once I have the green light from you, I'll send the email. I've prepared it in the meantime with Comms/Hub contacts.

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Tuesday, November 24, 2020 4:28 PM
To: Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Cc: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
Subject: RE: HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic

Thanks Kim.
Ken, Jean – We can send this out now, unless you have comments.

From: Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
Sent: 24 novembre 2020 16:24
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Cc: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
Subject: RE: HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic

I've attached and pasted the list below. Thanks, Kim

Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna

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<Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Tuesday, November 24, 2020 4:18 PM
To: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
Cc: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
Subject: HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic

Sherry – Here is the message to send out to both Comms and the Hub.
Kim – As soon as we have your distribution list, we will add it to the tasking email.

Colleagues,
Please see the attached request for the production of documents related to the Government's response to the COVID-19 pandemic. The text of the motion appears at the end of the document.
Additional direction will be provided shortly regarding the collection and initial storage of documents prior to their transfer to Justice Canada via Ringtail. Questions on the collection of documents pursuant to this motion can be directed to Raymond Rivet [redacted]

s.16(2)

Collègues,
Veuillez trouver ci-joint une demande de production de documents liés à la réponse du gouvernement à la pandémie COVID-19. (Le texte de la motion figure à la fin du document)
Des directives additionnelles seront fournies sous peu concernant la collecte et l'entreposage de documents avant le transfert au ministère de la Justice du Canada via Ringtail. Des questions sur la collecte des documents conformément à la motion peuvent être adressées à Raymond Rivet [redacted]

From: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Sent: 24 novembre 2020 13:54
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>
Cc: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Subject: FW: 26 Oct motion guidance / directives

Bonjour Ray,

Please find the tasking from Mr. Jennings' office.

Merci!

Guylaine

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Simmering, William

From: Hedquist, Theresa
Sent: Wednesday, November 25, 2020 9:34 AM
To: CommsATIP / CommsAIPRP (PCO/BCP)
Cc: Hedquist, Theresa
Subject: Re: HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic

Nil response from me.

Thanks

Sent from my iPhone

On Nov 25, 2020, at 8:53 AM, CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca> wrote:

Colleagues,
Please see the attached request for the production of documents related to the Government's response to the COVID-19 pandemic. The text of the motion appears at the end of the document.
Additional direction will be provided shortly regarding the collection and initial storage of documents prior to their transfer to Justice Canada via Ringtail. Questions on the collection of documents pursuant to this motion can be directed to Raymond Rivet [redacted] s.16(2)

Collègues,
Veuillez trouver ci-joint une demande de production de documents liés à la réponse du gouvernement à la pandémie COVID-19. Le texte de la motion figure à la fin du document.
Des directives additionnelles seront fournies sous peu concernant la collecte et l'entreposage de documents avant le transfert au ministère de la Justice du Canada via Ringtail. Des questions sur la collecte des documents conformément à la motion peuvent être adressées à Raymond Rivet [redacted]

Sherry Dhillon

Project Coordinator, Strategic Communications
Privy Council Office / Government of Canada
sherry.dhillon@pco-bcp.gc.ca / Cell: [redacted]

Coordonnatrice de projets, Communications stratégiques
Bureau du Conseil privé / Gouvernement du Canada
sherry.dhillon@pco-bcp.gc.ca / Tél. cell. : [redacted]

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From: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Sent: 24 novembre 2020 13:54
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>
Cc: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Subject: FW: 26 Oct motion guidance / directives

Bonjour Ray,

Please find the tasking from Mr. Jennings' office.

Merci!

Guylaine

<Nov 13 tasking COVID PRÉLIMINAIRE FR.docx>
<Tasking COVID Nov 13 EN PRELIMINARY.docx>

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s.16(2)

Simmering, William

From: Bujold, Pierre-Alain
Sent: Wednesday, November 25, 2020 4:02 PM
To: Fee, Stuart; Perreault, Claudie
Cc: van Dieen, Jodie; McCowan, Ian; Mondou, Isabelle; Welbourne, Maia; Chretien, Kimberley; McAdam, Ryan; Tessier, Jean; Duchesne, Paul; Nelson, Fiona; MacKillop, Ken; Butara, Frank
Subject: For DClerk and Clerk office review - media request: CTV - COVID motion

Good afternoon.
Please see media request below. Draft response is below for your consideration. The first 4 bullets are preapproved. Isabelle Mondou, Ian McCowan, and Jodie van Dieen have reviewed.

Pierre-Alain Bujold
Media Relations / Relations avec les médias
Privy Council Office/Bureau du Conseil privé
613-960-4046 / [redacted] cell

Request:

I'm hearing this motion for everything COVID is costing a fortune. Apparently, the gov had to hire a consulting firm, external translators, etc.

Can you give me a rundown of firms that are outsourced, how much they are being paid/budgeted, and what they're doing?

Proposed response:

- The Government of Canada is committed to continuing to work with provinces, territories, municipalities, and Indigenous communities to respond to the pandemic and keep Canadians safe and healthy.

- We take this motion and the Government of Canada's duty to support the work of House of Commons committees very seriously.

- The Government of Canada has been actively working to respond to the motion since it was adopted. A number of federal departments have been undertaking thorough reviews of their files to gather the requested documents.

- Since the beginning of the COVID-19 pandemic, many federal departments have been working to support the Government of Canada's pandemic response. This work has touched on a broad range of important areas, such as healthcare, procurement, and regulations.

- As the work of gathering the requested documents is ongoing, the full internal or contracted resources implications of this task are still unknown at this time. Any contracts awarded for external support will be disclosed on departmental proactive disclosure websites and on open.canada.ca

Deadline: 5:00 pm Wednesday

Reporter:

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CTV News |
100 Queen Street, Suite 1400
Ottawa, Ontario K1P 1J9

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Simmering, William

From: Dhillon, Sherry on behalf of CommsATIP / CommsAIPRP (PCO/BCP)
Sent: Wednesday, November 25, 2020 8:54 AM
To: MacKillop, Ken; Tessier, Jean; Boudreau, Sandra; Bonvie, Lorna; Duchesne, Paul; Jones, Murray; Massabki, Myriam; Moorcroft, Karen; Paxton, Taylor; Sullivan, Melanie; Vinette, Nadine; Butara, Frank; Hedquist, Theresa; Stark, Meagan; Kirkey, Joshua; Lauzon, Laura; Nelson, Fiona; Rivet, Raymond; Baker, Mary Beth; Baldwin, Andrew; Bell, Stephanie; Blanchard, Chanel; Chew, Jennifer; Chretien, Kimberley; Côté, Celeste; Guthrie, Jordan; Labelle, Nadine; Laghi, Brian; Leboeuf, Gabriel; Maher, Brenna; McLaren, Steven; Mitchell, Heloise; Mondou, Isabelle; Naidoo, Ravendra; Wesley, Laura
Cc: Dhillon, Sherry; Hamel, Guylaine; Marinier, Caroline
Subject: HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic
Attachments: Nov 13 tasking COVID PRÉLIMINAIRE FR.docx; Tasking COVID Nov 13 EN PRELIMINARY.docx

Attachment is duplicate

Colleagues,
Please see the attached request for the production of documents related to the Government's response to the COVID-19 pandemic. The text of the motion appears at the end of the document. Additional direction will be provided shortly regarding the collection and initial storage of documents prior to their transfer to Justice Canada via Ringtail. Questions on the collection of documents pursuant to this motion can be directed to Raymond Rivet (613) 513-5073.

Collègues,
Veuillez trouver ci-joint une demande de production de documents liés à la réponse du gouvernement à la pandémie COVID-19. Le texte de la motion figure à la fin du document.
Des directives additionnelles seront fournies sous peu concernant la collecte et l'entreposage de documents avant le transfert au ministère de la Justice du Canada via Ringtail. Des questions sur la collecte des documents conformément à la motion peuvent être adressées à Raymond Rivet (613) 513-5073.

Sherry Dhillon

Project Coordinator, Strategic Communications
Privy Council Office / Government of Canada
sherry.dhillon@pco-bcp.gc.ca / Cell: [redacted]

s.16(2)

Coordonnatrice de projets, Communications stratégiques
Bureau du Conseil privé / Gouvernement du Canada
sherry.dhillon@pco-bcp.gc.ca / Tél. cell. : [redacted]

From: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Sent: 24 novembre 2020 13:54
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>
Cc: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Subject: FW: 26 Oct motion guidance / directives

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Bonjour Ray,

Please find the tasking from Mr. Jennings' office.

Merci!

Guylaine

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Simmering, William

From: Rivet, Raymond
Sent: Wednesday, November 25, 2020 1:59 PM
To: CommsATIP / CommsAIPRP (PCO/BCP); MacKillop, Ken; Tessier, Jean; Boudreau, Sandra; Bonvie, Lorna; Duchesne, Paul; Jones, Murray; Massabki, Myriam; Moorcroft, Karen; Paxton, Taylor; Sullivan, Melanie; Vinette, Nadine; Butara, Frank; Hedquist, Theresa; Stark, Meagan; Kirkey, Joshua; Lauzon, Laura; Nelson, Fiona; Baker, Mary Beth; Baldwin, Andrew; Bell, Stephanie; Blanchard, Chanel; Chew, Jennifer; Chretien, Kimberley; Côté, Celeste; Guthrie, Jordan; Labelle, Nadine; Laghi, Brian; Leboeuf, Gabriel; Maher, Brenna; McLaren, Steven; Mitchell, Heloise; Mondou, Isabelle; Naidoo, Ravendra; Wesley, Laura
Cc: Dhillon, Sherry; Hamel, Guylaine; Marinier, Caroline; Rivet, Raymond
Subject: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents
Attachments: Preservation Protocol - Local and Shared Drives - Custodian (EN).docx; Preservation Protocol - Outlook - Custodian (EN).docx; Template for password protected documents.docx

Attachments are duplicates

Good Afternoon,

This is a follow up to this morning's tasking for records in response to the October 26, 2020 House of Commons Motion to Provide Documents to the Standing Committee on Health (Covid-19 Pandemic). I will be the point of contact for Communications and Consultations and for the COVID-19 Communications Hub. Please share this request with members of your team as appropriate. If you have a nil response, please advise us as well.

The attached guidance documents were provided to departments by Justice Canada. They contain instructions for saving relevant documents to four (4) folders that have been created on PCO's network drive S:\ to store Outlook data files (emails and attachments) and Local Drive and Shared Drive documents. The four folders are the following:

i. Outlook– Protected B, Protected A and Unclassified
ii. Outlook – Secret
iii. Documents– Protected B, Protected A and Unclassified
iv. Documents – Secret

We are now asking PCO branches to collect relevant records, in accordance with these guidelines, in preparation for uploading into Ringtail. Background on Ringtail appears below (for info only) but the Ringtail step will be handled by PCO IT.

Every individual who has relevant documents is asked to create a subfolder within each of the four (4) folders above, as required. Each subfolder must be named as follows: **Last Name, First Name**.

Individuals who have identified documents relevant to the Motion must read the attached protocols for preserving the documents:

i. Preservation Protocols for Custodians - Microsoft Outlook
ii. Preservation Protocol for Custodians – Local and Shared Drive on a Network

Please note the following exceptions to the Justice Canada guidance:

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Preservation Protocol – Local and Shared Drives (documents on):
Point 2 indicates: You will receive an email from the Motion Coordinator in which you will be provided with the following links – There is no link provided. The folders are accessible in the usual fashion on the S:\ drive.
Point 4 (Password protected documents) makes reference to providing information to the departmental IT official. For PCO, that information is to be saved on the S:\ drive using the attached template.

Preservation Protocol – Outlook:
There are no exceptions for the instructions for saving emails but it is important to go through the steps in Annex II, Creating an Outlook Data File. Creating this file (also know as a .pst file) has a number of steps but it will save time in the end since emails saved to this data file will automatically be transfered to the folder you have created in the S:\ drive.

Background on Ringtail

To compile the Government's response to the motion, an eDiscovery document review platform called Ringtail will be used to store all responsive documents, and to review and redact them. Two databases will be created – one rated for Secret documents, another for Protected B and unclassified documents. These databases will be housed in the Ringtail environments of the Department of Justice.

Ringtail has several analytics functions that will make document review and redaction more efficient and consistent:

- Identical documents can be identified: duplicates can be eliminated from review.
- Chains of emails can be identified and only those emails needed to provide all the content in the email chain need be reviewed.
- Documents are fully indexed and their content can be searched.
- Documents that are conceptually related can be clustered and tasked to the same reviewer.
- Workflows can direct documents to reviewers in structured assignments; progress on assignments can be monitored; when they have been reviewed, documents can be put into new workflows for quality control assessment.

Upon completion of the transmittal of the PCO holdings the Department of Justice, subject matter experts will be given access to Ringtail to review and highlight sensitive information contained in the Department's records. For the database of Protected B and unclassified documents, subject matter experts will be issued credentials and a Cryptocard to access the database remotely. The Secret database will only be accessible by visiting the Department of Justice offices.

Important: The analytics functions of Ringtail require that we collect documents in their native format: their content and metadata should not be altered.

Please complete the work of collecting records as soon as possible. If you encounter difficulties unencrypting a document, please do not hesitate to contact me by email or phone (613-513-5073).

Finally, please remember, this was not my idea. I'm just trying to help.

Raymond Rivet
Director, Corporate and Strategic Integration
Directeur, Intégration ministérielle et stratégique
Privy Council Office I Bureau du Conseil privé
(613) 513-5073

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File Name	Date	Time	PW

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Simmering, William

From: Babad, Luke
Sent: Wednesday, November 25, 2020 11:02 AM
To: Wong-Fortin, Bonny
Subject: RE: Motion (Covid)

Noted! Thanks Bonny.

From: Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>
Sent: Wednesday, November 25, 2020 11:02 AM
To: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Subject: RE: Motion (Covid)

Maia turned to Jean/Tamara and they indicated that details will follow. They offered only to forward the existing instructions and ensure that the right folks have access to the S: drive.

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Wednesday, November 25, 2020 10:41 AM
To: Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>
Subject: RE: Motion (Covid)

Thanks Bonny – this tracks with how we're doing so far.

Any intel on the Ringtail phase of the process – when we'll get access, how long we'll have to do the review, process for going to the physical site at DoJ to conduct the review of secret documents?

Luke

From: Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>
Sent: Wednesday, November 25, 2020 10:30 AM
To: COVID-19 Task Team | Équipe de travail sur la COVID-19 (PCO/BCP) <COVID19TF-ETCOVID19@pco-bcp.gc.ca>
Subject: RE: Motion (Covid)

A few take-aways from a meeting with Maia and L&HP team on the motion. Like us, everyone is busily working on the production of materials for this motion, with discussion less on the context, but now moving towards interpretation of the motion and logistics.

Interpretation of the motion:

- Comms asked whether there will be oversight of the final content to be released, Maia responded yes, but no details yet given issues with redactions and translations that is preoccupying their time. Will need an interdepartmental governance discussion on how to manage comms before release.
- FDP asked about interpretation for sections W and X and whether it refers exclusively to domestically content. LHP will return on this.
- On commercial business information (CBI), there are various exchanges with Pfizer and Sanofi that require clarity on whether to scope in. LHP working with Legal to land.

Logistics:

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- Currently experiencing challenges with uploading documents onto Ringtail to ensure DOJ officials have access. LHP working on it.
- P&P asked about inclusion of Cab docs. Maia recognized this may be onerous and duplicative with CPSU efforts, but bottom line is if we have it, include it. Err on the side of inclusion.
- Hard line being drawn on not having political staffers redact documents.

-----Original Appointment-----
From: Welbourne, Maia
Sent: Monday, November 23, 2020 4:09 PM
To: Welbourne, Maia; Shea, Matthew; Neilson, David; Lefebvre, Robert; Halucha, Paul; Henry, Barbara; Robinson, Jodi; Setlakwe, Lisa; Schwendt, Steven; Shannon, Tara; Bouchard, Chantal; Blanchard, Dominique; Wong-Fortin, Bonny; Baird, Louise; Lynch, Matthew; van Dieen, Jodie; Brochet, Vanessa; Roussy, Daniel; Cintrat, Jean; Jeffrey, Tamara; McAdam, Ryan; 'MARTA.MULKINS2@forces.gc.ca'; Champoux, Elizabeth; Chretien, Kimberley; Rivet, Raymond; Butara, Frank; Muir, Alexandra; Malone, Lorna; Merissa, Rahel; Adler, Jeremy
Cc: Tessier, Jean; Shibani, Alaa; Lynch, Christina; Goosen, Jennifer
Subject: Motion (Covid)
When: Wednesday, November 25, 2020 9:30 AM-10:15 AM (UTC-05:00) Eastern Time (US & Canada).
Where: Microsoft Teams Meeting

Microsoft Teams meeting

s.16(2)

Join on your computer or mobile app
Click here to join the meeting
Or call in (audio only)
[redacted] Canada, Ottawa-Hull
Phone Conference ID: [redacted]#
Find a local number | Reset PIN
Learn More | Meeting options

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Simmering, William

From: Mondou, Isabelle
Sent: Thursday, November 26, 2020 5:28 PM
To: Butara, Frank; Tessier, Jean
Cc: MacKillop, Ken
Subject: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-11-23
Attachments: Pfizer Letter re Protection of Confidential Information Nov 6th 2020 Issued.pdf; PCO_COVID Motion_MLQAs_EN_Draft-V3_2020-11-23.docx; Rempel Garner motion as adopted 2020-10-26 (004).docx

Frank and all: **s.23**

[redacted]

Not sure if the interdepartmental meeting has taken place yet, but it may be good to make these suggested changes before the lines are circulated.

Many thanks! **s.23**

[redacted]

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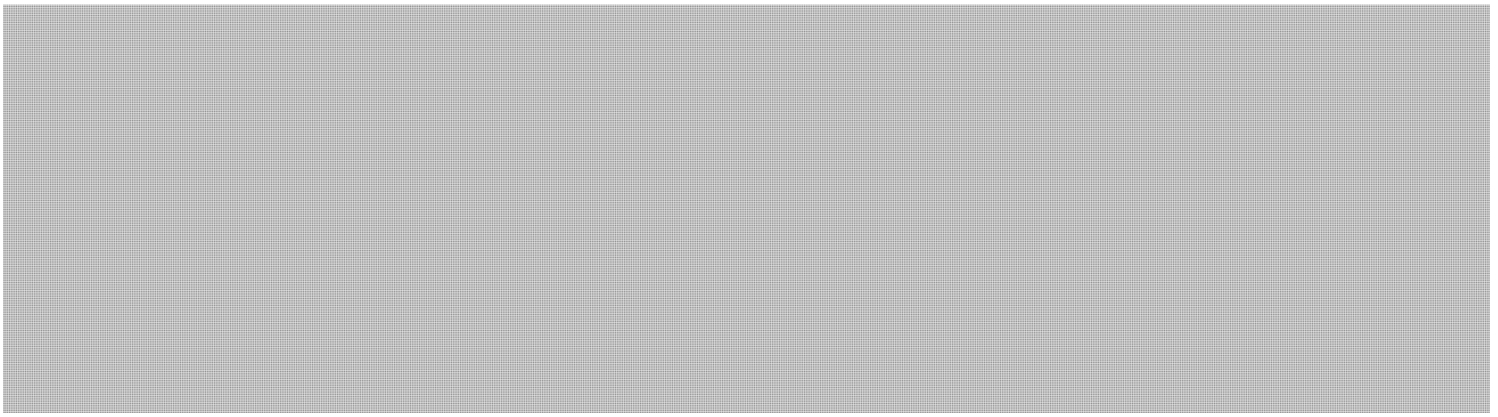

From: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Sent: Monday, November 23, 2020 6:36 PM
To: Tremblay, Christyne <Christyne.Tremblay@pco-bcp.gc.ca>; McCowan, Ian <Ian.McCowan@pco-bcp.gc.ca>; Drouin, Nathalie G. (DM/SM) <Nathalie.G.Drouin@justice.gc.ca>
Cc: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Pham, Thao <Thao.Pham@pco-bcp.gc.ca>
Subject: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-11-23

Christyne, Ian, Nathalie:

Please find attached the draft media lines we discussed on Friday.

The draft lines will be discussed with other relevant departments tomorrow at an interdepartmental meeting.

Happy to discuss!

Pages 364 to / à 368
are withheld pursuant to section
sont retenues en vertu de l'article

23

of the Access to Information Act
de la Accès à l'information

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Pfizer Canada
17300, autoroute Transcanadienne, Kirkland (Québec) H9J 2M5
17300 Trans-Canada Highway, Kirkland, QC H9J 2M5

November 6, 2020

Dr. Stephen Lucas
Deputy Minister
Health Canada
stephen.lucas@canada.ca
70 Colombine Driveway
15th Floor, Room 1526B
Brooke Claxton Building, Tunney's Pasture
Ottawa, Ontario K1A 0K9
Canada

- and to -

Mr. Bill Matthews
Deputy Minister
Public Services and Procurement Canada
and Deputy Receiver General for Canada
Bill.Matthews@pwgsc-tpsgc.gc.ca
11 Laurier Street
Gatineau, Quebec K1A 0S5
Canada

- and to -

Mr. Simon Kennedy
Deputy Minister
Innovation, Science and Economic Development Canada
simon.kennedy@canada.ca
235 Queen Street
Ottawa, Ontario K1A 0H5
Canada

- and to -

Mr. Ian Shugart
Clerk of the Privy Council and Secretary to the Cabinet
ian.shugart@pco.bcp.gc.ca
85 Sparks Street
Room 1000
Ottawa, Ontario K1A 0A3

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Dear Sirs:

Re: Protection of Pfizer's Confidential Information

I write regarding the motion (the "**Motion**") that was passed on Monday October 26, 2020 in the House of Commons requiring that the Standing Committee on Health (the "**Committee**") be instructed to undertake a study on the COVID-19 pandemic and regarding any related potential production of documents.

Pfizer Canada supports the study of Canada's response to the pandemic by parliamentarians and, if asked, we will be pleased to collaborate with the Committee. In these extraordinary times, we are guided by the Five Point Plan set out by Pfizer Inc.'s CEO, Albert Bourla, which includes the sharing of tools and insights to test potential therapies and vaccines. As a result, we have strived for transparency with our COVID-19 vaccine data by publicly publishing online our protocol and emerging data. From the beginning of the pandemic, we have also collaborated well with Government of Canada officials from Health Canada, the Public Health Agency, Public Services and Procurement and the Vaccine Task Force.

That said, it is extremely important that sensitive information belonging to Pfizer Canada and our affiliates and collaborators (including BioNTech SE) is protected from disclosure, including in the context of the Committee's study. For this reason, and because of the lack of clarity over next steps, we remain deeply concerned about the breadth of the disclosure set out in the Motion as well as the lack of meaningful protections for our sensitive regulatory, commercial and manufacturing information.

I am writing directly to each of you because we believe your Ministries, and the agencies and bodies that report to them, are in possession of relevant information relating to our COVID-19 vaccine program.

I have the responsibility to ensure the integrity of Pfizer's vaccine program in Canada. Under the *Food & Drugs Act*, the regulatory information relating to our program will be released to the public only after Health Canada renders a positive or negative authorization decision with respect to the vaccine. This is the appropriate process to follow. Disclosure of vaccine development program information made prior to the completion of the regulatory authorization process compromises that process and could well have a negative impact on the integrity of our program. This would threaten both the timely availability of a vaccine for Canadians and study participant privacy, and potentially undermine the confidence of Canadians in immunization. The release of this sensitive information, other than in accordance with the established regulatory process,

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also has the real potential to cause serious and unpredictable damage to Pfizer Canada and our affiliates and collaborators.

The sensitive commercial and manufacturing information we have shared with the departments and agencies of the Government of Canada outside of the regulatory authorization process should not be disclosed or otherwise handled in a manner which undermines discussions that our global organization is conducting in other countries, or otherwise harms Pfizer's competitive position.

s.20(1)(b)

s.20(1)(c)

[redacted]

Given the importance of this issue to the integrity of Pfizer's vaccine program and our business as a whole, we are concerned by the lack of clarity about how the Office of the Law Clerk and Parliamentary Counsel will interpret the language of the Motion and the process that will be followed by that Office in order to ensure that our sensitive information is not released to the Committee. Further, we have no information suggesting that the Committee would itself impose sufficient additional measures to prevent the release or inadvertent disclosure of any sensitive information.

Accordingly, we ask for your written assurance that the Motion is not understood by the Government of Canada to require disclosure of regulatory information relating to our vaccine program other than in accordance with the existing protections under the *Food & Drugs Act*.

[redacted]

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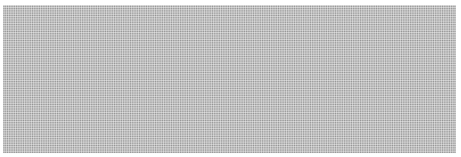
Given the importance of this issue, it is imperative that the Government of Canada provide the written assurance we have requested concerning the scope of the Motion, and that we be given an opportunity to meet with each of your offices at your earliest possible convenience in order to better understand how the Government will identify documents responsive to the Motion, and to ensure that we are given sufficient opportunity to take steps to protect our sensitive information.

We thank you for your consideration of this important matter and look forward to your prompt response.

s.19(1)



Cole C. Pinnow
President, Pfizer Canada

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SUBJECT

Opposition Motion (Instruction to the Standing Committee on Health (COVID-19 pandemic) (as amended))

MOTION TEXT

That the Standing Committee on Health be instructed to undertake a study on the emergency situation facing Canadians in light of the second wave of the COVID-19 pandemic, and that this study evaluate, review and examine any issues relevant to this situation, such as, but not limited to:

(a) rapid and at-home testing approvals and procurement process and schedule, and protocol for distribution;

(b) vaccine development and approvals process, procurement schedules, and protocol for distribution;

(c) federal public health guidelines and the data being used to inform them for greater clarity on efficacy;

(d) current long-term care facility COVID-19 protocols as they pertain solely to federal jurisdiction;

(e) the availability of therapeutics and treatment devices for Canadians diagnosed with COVID-19;

(f) the early warning system, Global Public Health Intelligence Network (GPHIN);

(g) the government's progress in evaluating pre- and post-arrival rapid testing for travellers;

(h) the availability of paid sick leave for those in need, including quarantine and voluntary isolation;

(i) the adequacy of health transfer payments to the provinces, in light of the COVID-19 crisis;

(j) the impact of the government's use of World Heath Organization (WHO) advice in early 2020 to delay the closure of borders and delay in the recommendation of wearing of masks on the spread of COVID-19 in Canada;

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(k) the Public Health Agency of Canada's communication strategy regarding COVID-19;

(l) the development, efficacy and use of data related to the government's COVID Alert application;

(m) Canada's level of preparedness to respond to another pandemic;

(n) the availability of personal protective equipment (PPE) in Canada and a review of Canada's emergency stockpile of PPE between 2015 and present;

(o) the government's contact tracing protocol, including options considered, technology, timelines and resources;

(p) the government's consideration of and decision not to invoke the federal Emergencies Act;

provided that,

(q) this study begin no later than seven days following the adoption of this motion;

(r) the committee present its findings to the House upon completion and, notwithstanding Standing Order 109, that the government provide a comprehensive response to these findings within 30 days;

(s) evidence and documentation received by the committee during its study of the Canadian response to the outbreak of the coronavirus, commenced during the first session of the 43rd Parliament, be taken into consideration by the committee in the current study;

(t) that each party represented on the committee be entitled to select one witness per one-hour witness panel, and two witnesses per two-hour witness panel;

(u) an order of the House do issue for all memoranda, emails, documents, notes or other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Safety and Emergency Preparedness, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning options, plans and preparations for the GPHIN since January 1, 2018;

(v) an order of the House do issue for a record of all communications between

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the government and the WHO in respect of options, plans or preparations for any future operation, or absence thereof, of the GPHIN, since January 1, 2018;

(w) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19, since March 19, 2020;

(x) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Prime Minister's Office, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada concerning plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields, since March 19, 2020;

(y) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the COVID-19 Vaccine Task Force and its subcommittees;

(z) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the Government of Canada's COVID-19 vaccine distribution and monitoring strategy, including, but not limited to anticipated timelines for the distribution of an approved COVID-19 vaccine across Canada and the prioritization of population groups for vaccination;

(aa) minutes of meetings of the cabinet and its committees be excluded from this order and all documents issued pursuant to this order (i) be organized by department and be provided to the Office of the Law Clerk and Parliamentary Counsel as soon as is practicable in light of the pandemic, but, in any event, not later than November 30, 2020, and, if this is not possible, the Clerk of the Privy Council may request an extension of no more than seven days, by writing a letter to the committee, (ii) be vetted for matters of personal privacy information and national security, and, with respect to paragraph (y) only, be additionally vetted for information the disclosure of which could reasonably be expected to interfere with contractual or other negotiations between the Government of Canada and a third party, by the Law Clerk and Parliamentary Counsel within seven days of the receipt of the documents, (iii) be laid upon the table by the Speaker, at the next earliest opportunity, once vetted, and permanently referred to the Standing Committee on Health; and

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(bb) within seven days after all documents have been tabled pursuant to paragraph (aa), the Minister of Health, the Minister of Public Services and Procurement, the Minister of Public Safety and Emergency Preparedness, and the Minister of Innovation, Science and Industry be ordered to appear separately as witnesses before the Standing Committee on Health, for at least three hours each.

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Simmering, William

From: Rivet, Raymond
Sent: Thursday, November 26, 2020 2:00 PM
To: Blanchard, Chanel
Cc: Baker, Mary Beth; Chretien, Kimberley; Tessier, Jean
Subject: RE: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Hi Chanel,
Based on your description and my interpretation of the motion, it appears that the products/content you describe do not fall within the scope of the motion.
The text of motion is really our only guide. If in doubt about any document that might respond to the motion, please include it.
Adding others in case they have a different view. s.16(2)
RR

From: Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>
Sent: 26 novembre 2020 13:19
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Cc: Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>
Subject: RE: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Hi Raymond,

Our team works on products, content, and creatives to communicate, promote and inform Canadians about safety measures related to COVID-19 (e.g requirements to wear a mask), however we have not been involved in or had any correspondence related to the medical / safety details that determine guidance or direction. Our documentation would be on recommendations and plans of ways to communicate safety measures as determined by public health officials. And these are in the public domain, such as social media, website.

We would like to find out what the intent of this request is and if it applies to our team.

Thank you!

Chanel Blanchard
COVID-19 Digital Communications Coordination Unit
Unité de coordination des communications numériques COVID-19

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Wednesday, November 25, 2020 1:59 PM
To: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine

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<Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Good Afternoon,

This is a follow up to this morning's tasking for records in response to the October 26, 2020 House of Commons Motion to Provide Documents to the Standing Committee on Health (Covid-19 Pandemic).
I will be the point of contact for Communications and Consultations and for the COVID-19 Communications Hub. Please share this request with members of your team as appropriate. If you have a nil response, please advise us as well.

The attached guidance documents were provided to departments by Justice Canada. They contain instructions for saving relevant documents to four (4) folders that have been created on PCO's network drive S:\ to store Outlook data files (emails and attachments) and Local Drive and Shared Drive documents. The four folders are the following:

i. Outlook– Protected B, Protected A and Unclassified
ii. Outlook – Secret
iii. Documents– Protected B, Protected A and Unclassified
iv. Documents – Secret

We are now asking PCO branches to collect relevant records, in accordance with these guidelines, in preparation for uploading into Ringtail. Background on Ringtail appears below (for info only) but the Ringtail step will be handled by PCO IT.

Every individual who has relevant documents is asked to create a subfolder within each of the four (4) folders above, as required. Each subfolder must be named as follows: **Last Name, First Name**.

Individuals who have identified documents relevant to the Motion must read the attached protocols for preserving the documents:

i. Preservation Protocols for Custodians - Microsoft Outlook
ii. Preservation Protocol for Custodians – Local and Shared Drive on a Network

Please note the following exceptions to the Justice Canada guidance:

Preservation Protocol – Local and Shared Drives (documents on):
Point 2 indicates: You will receive an email from the Motion Coordinator in which you will be provided with the following links – There is no link provided. The folders are accessible in the usual fashion on the S:\ drive.

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Point 4 (Password protected documents) makes reference to providing information to the departmental IT official. For PCO, that information is to be saved on the S:\ drive using the attached template.

Preservation Protocol – Outlook:
There are no exceptions for the instructions for saving emails but it is important to go through the steps in Annex II, Creating an Outlook Data File. Creating this file (also know as a .pst file) has a number of steps but it will save time in the end since emails saved to this data file will automatically be transfered to the folder you have created in the S:\ drive.

Background on Ringtail

To compile the Government's response to the motion, an eDiscovery document review platform called Ringtail will be used to store all responsive documents, and to review and redact them. Two databases will be created – one rated for Secret documents, another for Protected B and unclassified documents. These databases will be housed in the Ringtail environments of the Department of Justice.

Ringtail has several analytics functions that will make document review and redaction more efficient and consistent:

- Identical documents can be identified: duplicates can be eliminated from review.
- Chains of emails can be identified and only those emails needed to provide all the content in the email chain need be reviewed.
- Documents are fully indexed and their content can be searched.
- Documents that are conceptually related can be clustered and tasked to the same reviewer.
- Workflows can direct documents to reviewers in structured assignments; progress on assignments can be monitored; when they have been reviewed, documents can be put into new workflows for quality control assessment.

Upon completion of the transmittal of the PCO holdings the Department of Justice, subject matter experts will be given access to Ringtail to review and highlight sensitive information contained in the Department's records. For the database of Protected B and unclassified documents, subject matter experts will be issued credentials and a Cryptocard to access the database remotely. The Secret database will only be accessible by visiting the Department of Justice offices.

Important: The analytics functions of Ringtail require that we collect documents in their native format: their content and metadata should not be altered.

Please complete the work of collecting records as soon as possible. If you encounter difficulties unencrypting a document, please do not hesitate to contact me by email or phone ( ).

s.16(2)

Finally, please remember, this was not my idea. I'm just trying to help.

Raymond Rivet
Director, Corporate and Strategic Integration
Directeur, Intégration ministérielle et stratégique
Privy Council Office I Bureau du Conseil privé

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Simmering, William

From: McLaren, Steven
Sent: Thursday, November 26, 2020 11:26 AM
To: Weir, Carolynne
Subject: FW: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents
Attachments: Preservation Protocol - Local and Shared Drives - Custodian (EN).docx; Preservation Protocol - Outlook - Custodian (EN).docx; Template for password protected documents.docx

Attachment is duplicate

Here's other document I received.

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Wednesday, November 25, 2020 1:59 PM
To: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

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Ringtail has several analytics functions that will make document review and redaction more efficient and consistent:

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For the database of Protected B and unclassified documents, subject matter experts will be issued credentials and a Cryptocard to access the database remotely. The Secret database will only be accessible by visiting the Department of Justice offices.

Important: The analytics functions of Ringtail require that we collect documents in their native format: their content and metadata should not be altered.

Please complete the work of collecting records as soon as possible. If you encounter difficulties unencrypting a document, please do not hesitate to contact me by email or phone (613-513-5073).

Finally, please remember, this was not my idea. I'm just trying to help.

Raymond Rivet
Director, Corporate and Strategic Integration
Directeur, Intégration ministérielle et stratégique
Privy Council Office I Bureau du Conseil privé
(613) 513-5073

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Simmering, William

From: Cintrat, Jean
Sent: Thursday, November 26, 2020 11:51 AM
To: Neilson, David; Lefebvre, Robert; Henry, Barbara; Robinson, Jodi; Schwendt, Steven; Shannon, Tara; Bouchard, Chantal; Wong-Fortin, Bonny; Lynch, Matthew; van Dieen, Jodie; Brochet, Vanessa; Roussy, Daniel; Cintrat, Jean; Jeffrey, Tamara; McAdam, Ryan; Champoux, Elizabeth; Chretien, Kimberley; Rivet, Raymond; Butara, Frank; Muir, Alexandra; Malone, Lorna; Merissa, Rahel; Adler, Jeremy; Tessier, Jean; Shibani, Alaa; Lynch, Christina; Goosen, Jennifer; Bisson, Melissa
Cc: Jeffrey, Tamara; Mulkins, Marta; Welbourne, Maia
Subject: Identification of Subject-matter Experts / identification d'experts en la matière - COVID Motion

Good Morning / Bonjour

In order to compile the Government's response to the motion, we will use an eDiscovery document review platform called Ringtail to store all responsive documents, and to review and highlight sensitive information. To enable this work, two databases will be created – one rated for Secret documents, another for Protected B and unclassified documents. Subject matter experts will be given access to one or both of these databases, as required, to review and highlight sensitive information contained within PCO's records.

In order to allow the review and highlight sensitive information to begin as quickly as possible following the upload of PCO documents to Ringtail, the Department of Justice will be providing our subject matter experts with access to the system. As such, we would ask that you identify no more than two (2) subject matter experts within your branch who will require access and provide their names to Tamara Jeffrey via email (tamara.jeffrey@pco-bcp.gc.ca) by noon on Monday, November 30, 2020.

Thank you

Afin de compiler la réponse du gouvernement à la motion, nous utiliserons une plate-forme d'examen des documents de découverte électronique appelée Ringtail pour stocker tous les documents pertinents, les examiner et les surligner. Pour permettre ce travail, deux bases de données seront créées - l'une pour les documents classés secrets, l'autre pour les documents protégés B et les documents non-classés. Les experts en la matière auront accès à l'une de ces bases de données ou aux deux, au besoin, pour examiner et surligner les renseignements confidentiels contenue dans les dossiers du BCP.

Afin de permettre l'examen et la mise en évidence des renseignements confidentiels le plus rapidement possible après le téléchargement des documents du BCP, le ministère de la Justice fournira à nos experts en la matière un accès au système. À ce titre, nous vous demandons d'identifier au maximum deux (2) experts en la matière au sein de votre groupe qui auront besoin d'accès et de fournir leurs noms à Tamara Jeffrey par courriel (tamara.jeffrey@pco-bcp.gc.ca) d'ici midi le lundi 30 novembre 2020.

Merci

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Simmering, William

From: Butara, Frank
Sent: Friday, November 27, 2020 8:42 AM
To: Socio Economic / Socio Économique
Subject: FOR ACTION: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents
Attachments: Preservation Protocol - Local and Shared Drives - Custodian (EN).docx; Preservation Protocol - Outlook - Custodian (EN).docx; Template for password protected documents.docx

Attachment is duplicate

Hi,

Please see below for action. Please let me know if you have nothing to share/contribute.

Thanks!

Frank

s.16(2)

Frank Butara
Privy Council Office / Bureau du Conseil privé
Mobile: [redacted]

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Wednesday, November 25, 2020 1:59 PM
To: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Good Afternoon,

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This is a follow up to this morning's tasking for records in response to the October 26, 2020 House of Commons Motion to Provide Documents to the Standing Committee on Health (Covid-19 Pandemic). I will be the point of contact for Communications and Consultations and for the COVID-19 Communications Hub. Please share this request with members of your team as appropriate. If you have a nil response, please advise us as well.

The attached guidance documents were provided to departments by Justice Canada. They contain instructions for saving relevant documents to four (4) folders that have been created on PCO's network drive S:\ to store Outlook data files (emails and attachments) and Local Drive and Shared Drive documents. The four folders are the following:

i. Outlook– Protected B, Protected A and Unclassified
ii. Outlook – Secret
iii. Documents– Protected B, Protected A and Unclassified
iv. Documents – Secret

We are now asking PCO branches to collect relevant records, in accordance with these guidelines, in preparation for uploading into Ringtail. Background on Ringtail appears below (for info only) but the Ringtail step will be handled by PCO IT.

Every individual who has relevant documents is asked to create a subfolder within each of the four (4) folders above, as required. Each subfolder must be named as follows: **Last Name, First Name**.

Individuals who have identified documents relevant to the Motion must read the attached protocols for preserving the documents:

i. Preservation Protocols for Custodians - Microsoft Outlook
ii. Preservation Protocol for Custodians – Local and Shared Drive on a Network

Please note the following exceptions to the Justice Canada guidance:

Preservation Protocol – Local and Shared Drives (documents on):
Point 2 indicates: You will receive an email from the Motion Coordinator in which you will be provided with the following links – There is no link provided. The folders are accessible in the usual fashion on the S:\ drive.
Point 4 (Password protected documents) makes reference to providing information to the departmental IT official. For PCO, that information is to be saved on the S:\ drive using the attached template.

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There are no exceptions for the instructions for saving emails but it is important to go through the steps in Annex II, Creating an Outlook Data File. Creating this file (also know as a .pst file) has a number of steps but it will save time in the end since emails saved to this data file will automatically be transfered to the folder you have created in the S:\ drive.

<u>Background on Ringtail</u>

To compile the Government's response to the motion, an eDiscovery document review platform called Ringtail will be used to store all responsive documents, and to review and redact them. Two databases will be created – one rated for Secret documents, another for Protected B and unclassified documents. These databases will be housed in the Ringtail environments of the Department of Justice.

Ringtail has several analytics functions that will make document review and redaction more efficient and consistent:

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Upon completion of the transmittal of the PCO holdings the Department of Justice, subject matter experts will be given access to Ringtail to review and highlight sensitive information contained in the Department's records. For the database of Protected B and unclassified documents, subject matter experts will be issued credentials and a Cryptocard to access the database remotely. The Secret database will only be accessible by visiting the Department of Justice offices.

Important: The analytics functions of Ringtail require that we collect documents in their native format: their content and metadata should not be altered.

Please complete the work of collecting records as soon as possible. If you encounter difficulties unencrypting a document, please do not hesitate to contact me by email or phone (613-513-5073).

Finally, please remember, this was not my idea. I'm just trying to help.

Raymond Rivet
Director, Corporate and Strategic Integration
Directeur, Intégration ministérielle et stratégique
Privy Council Office I Bureau du Conseil privé
(613) 513-5073

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Simmering, William

From: Butara, Frank
Sent: Friday, November 27, 2020 9:11 AM
To: Socio Economic / Socio Économique
Subject: FW: HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic
Attachments: Nov 13 tasking COVID PRÉLIMINAIRE FR.docx; Tasking COVID Nov 13 EN PRELIMINARY.docx **Attachment is duplicate**

Follow Up Flag: Follow up
Flag Status: Flagged

Here's another email on the motion.

Frank

Frank Butara
Privy Council Office / Bureau du Conseil privé
Mobile: [redacted] s.16(2)

From: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca> **On Behalf Of** CommsATIP / CommsAIPRP (PCO/BCP)
Sent: Wednesday, November 25, 2020 8:54 AM
To: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>
Subject: HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic

Colleagues,
Please see the attached request for the production of documents related to the Government's response to the COVID-19 pandemic. The text of the motion appears at the end of the document. Additional direction will be provided shortly regarding the collection and initial storage of documents prior to their transfer to Justice Canada via Ringtail. Questions on the collection of documents pursuant to this motion can be directed to Raymond Rivet (613) 513-5073.

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Collègues,
Veuillez trouver ci-joint une demande de production de documents liés à la réponse du gouvernement à la pandémie COVID-19. Le texte de la motion figure à la fin du document.
Des directives additionnelles seront fournies sous peu concernant la collecte et l'entreposage de documents avant le transfert au ministère de la Justice du Canada via Ringtail. Des questions sur la collecte des documents conformément à la motion peuvent être adressées à Raymond Rivet (613) 513-5073.

Sherry Dhillon

Project Coordinator, Strategic Communications
Privy Council Office / Government of Canada
sherry.dhillon@pco-bcp.gc.ca / Cell: [redacted] s.16(2)

Coordonnatrice de projets, Communications stratégiques
Bureau du Conseil privé / Gouvernement du Canada
sherry.dhillon@pco-bcp.gc.ca / Tél. cell. : [redacted]

From: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Sent: 24 novembre 2020 13:54
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>
Cc: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Subject: FW: 26 Oct motion guidance / directives

Bonjour Ray,

Please find the tasking from Mr. Jennings' office.

Merci!

Guylaine

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Simmering, William

From: Mondou, Isabelle
Sent: Friday, November 27, 2020 9:14 AM
To: MacKillop, Ken; Tessier, Jean; Butara, Frank
Subject: Fw: Letter from Clerk re extension of deadline
Attachments: Letter from Clerk of PC to Clerk of HESA - 2020-11-27 (FR).pdf; Letter from Clerk of PC to Clerk of HESA - 2020-11-27 (EN).pdf

Colleagues,

We probably need to add one draft question to our media lines in case it become public.

Sent from my BlackBerry 10 smartphone on the Bell network.

From: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Sent: Friday, November 27, 2020 9:10 AM
To: McCowan, Ian; Tremblay, Christyne; Drouin, Nathalie G. (DM/SM); Belliveau, Sébastien; Lewis, Rheal; Mondou, Isabelle
Cc: McAdam, Ryan; Fee, Stuart; Cintrat, Jean
Subject: Letter from Clerk re extension of deadline

Good morning,

Attached are the signed French and English copies of a letter from the Clerk to the Clerk of the Standing Committee on Health seeking an extension of the deadline for the production of documents related to the Health motion.

We will send the letter to the Clerk of the Standing Committee and to the Law Clerk (who is in cc) this morning.

Please let me know if you have any questions.

Thanks
Maia

Maia Welbourne
Assistant Secretary to Cabinet, Parliamentary Affairs
Secrétaire adjointe du Cabinet, Affaires parlementaires
C: [redacted] s.16(2)

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Clerk of the Privy Council and
Secretary to the Cabinet

Greffier du Conseil privé et
Secrétaire du Cabinet

Ottawa, Canada
K1A 0A3

Mr. Jean-François Pagé
Clerk of the Committee
Standing Committee on Health
House of Commons
131 Queen Street
Ottawa, ON
K1A 0A6

NOV 27 2020

Dear Mr. Pagé:

Pursuant to section (aa) of the motion adopted by the House of Commons on October 26, 2020 for the production of documents related to the Government of Canada's response to the COVID-19 Pandemic, I am seeking a seven day extension to the November 30, 2020 deadline.

Departments have been actively working to respond to the motion and are committed to making best efforts to complete the work. Our primary objective is to be as responsive as possible to the motion, and to further the Standing Committee on Health's understanding of the government's response to the COVID-19 Pandemic.

Since the beginning of the pandemic, many federal departments have been working to support the Government's response to the pandemic. This work has touched on a broad range of important areas, such as supporting the functioning of the healthcare system, procurement of essential goods and supplies, and planning for vaccine deployment. In addition to this critical work, hundreds of employees across the federal government are now involved in the task of producing documents as required by the motion, which will entail a significant amount of time and resources.

Preliminary estimates suggest that there are millions of pages of relevant documents. In order to make the process more manageable, we have provided some initial guidance to departments to limit the number of documents to be collected to start with (for example, to include only emails sent to or from executives and the final versions of documents). In addition, we will exclude Confidential Business Information. Even with this scoping down, we estimate that we will be dealing with hundreds of thousands of pages of material. For this reason, it will not be possible to process these records and fully meet the requirements of the motion within the timelines prescribed.

The government is exploring ways to improve the efficiency of its overall process in this matter, including using e-discovery practices and tools.

Please note that in order to provide documents as quickly as possible, it is our intention to provide the initial batch of documents to the Law Clerk and Parliamentary Counsel in the language in which they are available within our systems.

Canada

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We expect to be in a position to provide these documents by December 7, 2020, along with an update on the progress towards completing this undertaking as quickly as possible.

Sincerely,

Ian Shugart
Clerk of the Privy Council Office

c.c. Philippe Dufresne, Law Clerk and Parliamentary Counsel

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Simmering, William

From: Butara, Frank
Sent: Friday, November 27, 2020 8:45 AM
To: Socio Economic / Socio Économique
Subject: RE: FOR ACTION: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents
Attachments: FW: 26 Oct motion guidance / directives

Attachment is duplicate

Attached is the motion in case you don't have it.

Frank

Frank Butara
Privy Council Office / Bureau du Conseil privé
Mobile: [redacted]

s.16(2)

From: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Sent: Friday, November 27, 2020 8:42 AM
To: Socio Economic / Socio Économique <socio-economic-socio-economique@pco-bcp.gc.ca>
Subject: FOR ACTION: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Hi,

Please see below for action. Please let me know if you have nothing to share/contribute.

Thanks!

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<Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
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Raymond Rivet
Director, Corporate and Strategic Integration
Directeur, Intégration ministérielle et stratégique
Privy Council Office I Bureau du Conseil privé
(613) 513-5073

Pages 395 to / à 396

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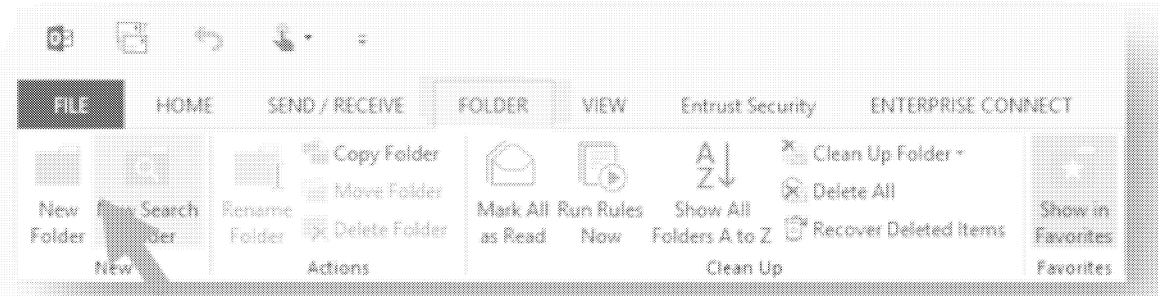
Simmering, William

From: Jeffrey, Tamara
Sent: Friday, November 27, 2020 11:39 AM
To: Rivet, Raymond
Subject: RE: Motion for the Production of Papers - COVID

Bonjour Raymond,

I see where the confusion lies in the instruction screenshots. The "File" Tab is highlighted, but you should be choosing the "Folder" tab from the top ribbon.



Please try again using this method and following the rest of the protocol – this should allow you to unencrypt your emails. There are no separate instructions, however if you continue to experience issues after this, please let me know and I could troubleshoot.

Thank you,

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted] s.16(2)
Tamara.Jeffrey@pco-bcp.gc.ca

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Friday, November 27, 2020 11:06 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: RE: Motion for the Production of Papers - COVID

Hi Tamara. I am reviewing the instructions in advance of any questions I may receive from Comms staff. I have a basic question about unencrypting emails:

In Annex I – Instructions for Searching and Unencrypting Emails, there are instructions to Setup a Custom Folder.
When I click on the **File** tab, I do not see the **New Search Folder** button in the drop down menu. Do you know why that may be?

Also, would you happen to have written instructions for unencrypting documents? The guidance from Justice simply says to contact your Motion coordinator.

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Thanks in advance.
RR

s.16(2)

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: 20 novembre 2020 14:34
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: RE: Motion for the Production of Papers - COVID

Bonjour Raymond,

Tel que discute avec Jean, voici les conseils et avis qui ont été partager avec les ministères ainsi que le tasking qui a été partager avec PCO pour la collecte de document.

Si vous avez des questions, n'hésiter pas à contacter avec Jean ou moi-même.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell:
Tamara.Jeffrey@pco-bcp.gc.ca

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Friday, November 20, 2020 12:26 PM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: FW: Motion for the Production of Papers - COVID

Salut Tamara, je viens de parler à Raymond. Peux-tu stp lui envoyer le même message que tu as envoyé aux autres secteurs. Merci

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Friday, November 20, 2020 12:06 PM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Cc: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: RE: Motion for the Production of Papers - COVID

Bonjour Jean. Pourrais-tu me contacter à ce sujet (ou quelqu'un de ton équipe)? Comms n'a pas reçu de tasking officiel en relation avec cette motion. D'habitude on reçoit nos taskings du bureau de notre sous-ministre.
Merci
RR

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: 12 novembre 2020 10:42
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: RE: Motion for the Production of Papers - COVID

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Décision à venir. Ce sera sûrement LHP, pour commencer à tout le moins.

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Thursday, November 12, 2020 10:41 AM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: RE: Motion for the Production of Papers - COVID

Bonjour Jean. Qui fait la coordination (collection of documents) pour PCO?

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: 6 novembre 2020 18:23
To: Bombardier, Manon (HC/SC) <manon.bombardier@canada.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Shannon, Tara <Tara.Shannon@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Tremblay2, Genevieve (IC) <genevieve.tremblay2@canada.ca>; Jessica Kerr (ESDC) <jessica.kerr@hrsdc-rhdcc.gc.ca>; Ana Maia (IC) <ana.maia@canada.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Gaetan Champagne <gaetan.champagne@canada.ca>; Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-bcp.gc.ca>; Anna Romano (PHAC/ASPC) <anna.romano@canada.ca>; Munim, Ata-UL <Ata-UL.Munim@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Genevieve Tremblay <genevieve.tremblay2@canada.ca>; Isabelle Faustin <isabelle.faustin@canada.ca>; Jessica Kerr <jessica.kerr@hrsdc-rhdcc.gc.ca>; John Beaudoin <john.beaudoin@canada.ca>; Joseph Prokipcak <joseph.prokipcak@canada.ca>; Martine Pelletier <martine.pelletier@hrsdc-rhdcc.gc.ca'>; Annik Larocque (ESDC) <annik.larocque@hrsdc-rhdcc.gc.ca>; Cal Piché <Cal.Piche@cic.gc.ca>; Chad Mariage (ISED) <chad.mariage@canada.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Colleen Calvert (GAC) <colleen.calvert@international.gc.ca>; Corinne Boucher (SW) <corinne.boucher@cfc-swc.gc.ca>; Corri Barr (PSPC) <corri.barr@tpsgc-pwgsc.gc.ca>; Danica Vaillancourt (NRCAN) <danica.vaillancourt@canada.ca>; Etienne Caouette-Fraser (CMHC) <ecaouett@cmhc-schl.gc.ca>; Francois Masse (ISC) <francois.masse@canada.ca>; Ian Miller (DND) <ian.miller@forces.gc.ca>; Irene Balite (FIN) <irene.balite@canada.ca>; Iwan chan (ECCC) <iwan.chan@canada.ca>; Jacques Dufort (VAC) <Jacques.Dufort@canada.ca>; Janhabi Nandy (TBS) <janhabi.nandy@tbs-sct.gc.ca>; Jennifer Cleary (VAC) <jennifer.cleary@canada.ca>; Jennifer Mooney (DFO) <jennifer.mooney@dfo-mpo.gc.ca>; Jenny Ratansi-Rodrigues (PCH) <jenny.ratansi-rodrigues@canada.ca>; Jimmy M. Brrackenridge (TC) <jimmy.brackenridge@tc.gc.ca>; Karl El-Koura (INFC) <karl.elkoura@canada.ca>; katherine.macdonald (AAFC) <katherine.macdonald2@canada.ca>; Laura Corkill (PSPC) <laura.corkill@tpsgc-pwgsc.gc.ca>; Lisa Smylie (SW) <lisa.smylie@cfc-swc.gc.ca>; Lorraine McKenzie Presley (PS) <lorraine.mckenziepresley@canada.ca>; Lorraine Redekop (CRA) <lorraine.redekop@cra-arc.gc.ca>; Louise Hayes (TBS) <louise.hayes@tbs-sct.gc.ca>; Marc Vallières (PS) <marc.vallieres@canada.ca>; Martin Jourdenais (PCH) <martin.jourdenais@canada.ca>; Megan Weekes (DND) <megan.weekes@forces.gc.ca>; Melissa Devlin-Coull (INFC) <melissa.devlin-coull@canada.ca>; Michael Berg (GAC) <michael.berg@international.gc.ca>; Micheline Joanisse (NRCAN) <micheline.joanisse@canada.ca>; Monique Bevan SCC <monique.bevan@canada.ca>; Pamela Carstens (SSC) <pamela.carstens@canada.ca>; Paul comeau (ECCC) <paul.comeau@canada.ca>; Rebecca Barnes (GAC) <rebecca.barnes@international.gc.ca>; Riley Hennessey (DND) <riley.hennessey@forces.gc.ca>; Rima Hamoui (DFO) <rima.hamoui@dfo-mpo.gc.ca>; Sally Thorpe (INAC) <sally.thorpe@canada.ca>; Simon Cardinal (IRCC) <simon.cardinal@cic.gc.ca>; Sophie Bédard (AAFC) <sophie.bedard@canada.ca>; Stephanie Littlejohn IRCC <stephanie.littlejohn@cic.ca>; Tara Hall (CRA) <tara.hall@cra-arc.gc.ca>; Tiffany Caron (SSC) <Tiffany.Caron@canada.ca>; Timothea Gibb (INAC / ISC) <timothea.gibb@canada.ca>; Yanike Legault (JUS) <yanike.legault@justice.gc.ca>; Zachary Healy (JUS) <zachary.healy@justice.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Gray, Sarah <Sarah.Gray@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Lauzon, Adam <Adam.Lauzon@pco-bcp.gc.ca>; MacLean, Charles <Charles.MacLean@pco-bcp.gc.ca>; Mendes, Annesha <Annesha.Mendes@pco-bcp.gc.ca>; Munim, Ata-UL <Ata-UL.Munim@pco-bcp.gc.ca>; Nicholls, Melissa <Melissa.Nicholls@pco-bcp.gc.ca>; Oda, Michael <Michael.Oda@pco-bcp.gc.ca>; Peppy, Shaun <Shaun.Peppy@pco-bcp.gc.ca>; Bédard, Rachelle <Rachelle.Bedard@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-bcp.gc.ca>; Tumber, Reema <Reema.Tumber@pco-bcp.gc.ca>; Wittenburg, Shane

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<Shane.Wittenburg@pco-bcp.gc.ca>; Stringham, James <James.Stringham@justice.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Babad, Luke <Luke.Babad@pco-bcp.gc.ca>; Babad, Luke <Luke.Babad@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; Jason, Rose Martine <RoseMartine.Jason@pco-bcp.gc.ca>; Adriana Simedrea (TC) <adriana.simedrea@tc.gc.ca>; Amelie Gelinas (PCH) <amelie.gelinas@canada.ca>; Andrea King INFC <andrea.king@canada.ca>; Annick Hector (ESDC) <annick.hector@hrsdc-rhdcc.gc.ca>; Benjamin Woodman (PSCP) <benjamin.woodman@tpsgc-pwgsc.gc.ca>; Bryan Kirk (ESDC) <bryan.kirk@hrsdc-rhdcc.gc.ca>; Catherine Morin (PCH) <catherine.morin@canada.ca>; Charles Choi VAC <Charles.choi2@canada.ca>; christian.vezeau@canada.ca; Claudine Bouvier(PSPC) <claudine.bouvier@tpsgc-pwgsc.gc.ca>; Dana Robinson <dana.robinson@tbs-sct.gc.ca>; Daniela Bolivar (INFC) <danelia.bolivar@canada.ca>; dyanna legare VAC <dyanna.legare@canada.ca>; Emilie Anne Duval (TBS) <emilieanne.duval@tbs-sct.gc.ca>; Francois Harvey (FIN) <francois.harvey@canada.ca>; Helga El-Zein (CRA) <Helga.El-Zein@cra-arc.gc.ca>; Isabelle LaFrenière (JUS) <isabelle.lafreniere@justice.gc.ca>; Jason Marshall (VAC) <jason.marshall@canada.ca>; Joanne Contant (AAFC) <joanne.contant@canada.ca>; Jordan Cicalo (HC) <jordan.cicalo@canada.ca>; Julie Samson (ESDC) <julie.samson@hrsdc-rhdcc.gc.ca>; Laura Braun (PS) <laura.braun@canada.ca>; Marc Langis (PCH) <marc.langis@canada.ca>; Mark Power (JUS) <mark.power@justice.gc.ca>; Michael Ricco (ISED) <michael.ricco@canada.ca>; Nastassia Mahdi (INFC) <nastassia.mahdi@canada.ca>; Baker, Nicole <Nicole.Baker@pco-bcp.gc.ca>; Peter Ferguson (DFO) <Peter.Ferguson@dfo-mpo.gc.ca>; Ramzi Yonis (DFO) <ramzi.yonis@dfo-mpo.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Rossano Bernardi (CRA) <Rossano.Bernardi@cra-arc.gc.ca>; ryan.wichers (SSC) <ryan.wichers@canada.ca>; Sanjay Vachali (PSPC) <Sanjay.Vachali@tpsgc-pwgsc.gc.ca>; Stephane McNicholl (NRCAN) <stephane.mcnicholl@canada.ca>; Stephanie Littlejohn CIC <Stephanie.Littlejohn@cic.gc.ca>; Susan Nadon <susan.nadon@canada.ca>; Tanya Guay (VAC) <tanya.guay@canada.ca>; Winnie Pang CWC <winnie.pang@cfc-swc.gc.ca>; Wladyslaw Kinastowsk (CRA) <Wladyslaw.Kinastowski@cra-arc.gc.ca>
Subject: Motion for the Production of Papers - COVID

[Please forward this message to your respective ADMs]

Good afternoon,

On October 26, the House of Commons adopted a motion ordering the production of documents related to the government's response to the COVID-19 Pandemic.
The Privy Council Office (PCO) will be coordinating this undertaking across government. Please disregard any previous taskings.
Guidance on translation, redactions and scoping will be provided by PCO as soon as possible.
In the meantime, we ask that all departments in possession of relevant documents do the following:

1. Identify all relevant documents
2. Do not alter the documents (keep them in their original form)
3. Do not convert the documents into another format (ie PDF)
4. Do not redact the documents
5. Do not translate the documents

To compile the Government's response to the motion, we will use an eDiscovery document review platform called Ringtail to store all responsive documents, and to review and redact them. Two databases will be created – one rated for Secret documents, another for Protected B and unclassified documents. These databases will be housed in the Ringtail environments of the Department of Justice.
Ringtail has several analytics functions that will make document review and redaction more efficient and consistent:

- Identical documents can be identified: duplicates can be eliminated from review.
- Chains of emails can be identified and only those emails needed to provide all the content in the email chain need be reviewed.
- Documents are fully indexed and their content can be searched.
- Documents that are conceptually related can be clustered and tasked to the same reviewer.

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- Workflows can direct documents to reviewers in structured assignments; progress on assignments can be monitored; when they have been reviewed, documents can be put into new workflows for quality control assessment.

The analytics functions of Ringtail require that we collect documents in their native format: their content and metadata should not be altered. This means that documents *should be left where they are.* They should not be moved from their current location until instructed to do so. Documents will be reviewed and redacted in Ringtail, so they should not be redacted before they are collected and sent to Justice.
We are asking you refrain from collecting documents at this time so that we can provide you and your IT staff with further guidance on how to do collection in a way that preserves the content and metadata of the documents. We will also provide guidance on how those who have responsive documents can preserve them until they are collected. Finally, we will provide direction on how to send your document collections to Justice for loading into Ringtail. In the meantime, we ask that you continue to identify the documents that you have in your possession that are responsive to the motion. Departments are responsible for coordinating this production of documents within their portfolio

As indicated in guidance provided on October 28, we ask that:

- For section (u), HC, PCO and PHAC identify all documents prepared between January 1, 2018 and October 26, 2020 inclusive concerning options, plans and preparations for the GPHIN.
- For section (v), all departments identify all communications made between the government and the WHO between January 1, 2018 and October 26, 2020 inclusive concerning options, plans and preparations for any future operation, or absence thereof, of the GPHIN.
- For sections (w) and (x), HC, PCO, and PHAC identify all documents prepared between March 19, 2020 and October 26, 2020 inclusive concerning:
  a) plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19; and
  b) plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields.
- For section (y), all departments identify all documents prepared up to October 26, 2020 inclusive relating to the COVID-19 Vaccine Task Force and its subcommittees.
- For section (z), all departments identify all documents prepared up to October 26, 2020 inclusive concerning the Government of Canada's COVID-19 vaccine distribution and monitoring strategy.

Please note that a conference call of Deputy Ministers will be held on Monday to continue discussions about this process.

If you have any questions, please contact: Jean Cintrat (jean.cintrat@pco-bcp.gc.ca) or Tamara Jeffrey (tamara.jeffrey@pco-bcp.gc.ca)

Text of the motion (parts related to the production of documents):

(u) an order of the House do issue for all memoranda, emails, documents, notes or other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Safety and Emergency Preparedness, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning options, plans and preparations for the GPHIN since January 1, 2018;

(v) an order of the House do issue for a record of all communications between the government and the WHO in respect of options, plans or preparations for any future operation, or absence thereof, of the GPHIN, since January 1, 2018;

(w) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents,

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swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19, since March 19, 2020;

(x) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Prime Minister's Office, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada concerning plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields, since March 19, 2020;

(y) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the COVID-19 Vaccine Task Force and its subcommittees;

(z) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the Government of Canada's COVID-19 vaccine distribution and monitoring strategy, including, but not limited to anticipated timelines for the distribution of an approved COVID-19 vaccine across Canada and the prioritization of population groups for vaccination;

(aa) minutes of meetings of the cabinet and its committees be excluded from this order and all documents issued pursuant to this order (i) be organized by department and be provided to the Office of the Law Clerk and Parliamentary Counsel as soon as is practicable in light of the pandemic, but, in any event, not later than November 30, 2020, and, if this is not possible, the Clerk of the Privy Council may request an extension of no more than seven days, by writing a letter to the committee, (ii) be vetted for matters of personal privacy information and national security, and, with respect to paragraph (y) only, be additionally vetted for information the disclosure of which could reasonably be expected to interfere with contractual or other negotiations between the Government of Canada and a third party, by the Law Clerk and Parliamentary Counsel within seven days of the receipt of the documents, (iii) be laid upon the table by the Speaker, at the next earliest opportunity, once vetted, and permanently referred to the Standing Committee on Health; and

(bb) within seven days after all documents have been tabled pursuant to paragraph (aa), the Minister of Health, the Minister of Public Services and Procurement, the Minister of Public Safety and Emergency Preparedness, and the Minister of Innovation, Science and Industry be ordered to appear separately as witnesses before the Standing Committee on Health, for at least three hours each.

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Simmering, William

From: Ghione, André
Sent: Friday, November 27, 2020 2:38 PM
To: Kirkey, Joshua; Rodger, Nicolas; Falanga, Masieta Jim; Arnaout, Jade; Brisson, Geneviève; Doggart, Claire
Cc: Jones, Murray
Subject: REQUEST FOR CLARIFICATION - HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic

Good afternoon Josh,

As discussed during our team meeting, we should seek clarification on a few scoping parameters that are in apparent conflict when applying a PMP lens:

*

- Provide final versions of documents only (exclude draft documents, exclude final drafts not submitted to their intended recipient(s))

In my interpretation, these would be news releases, statements, and readouts only once confirmed as final by PMO immediately prior to staging. **Is this interpretation correct?**

- Provide e-mails sent or received by executives (director and above)

The approval process for all PMP products always involves e-mails sent or received by executives, whether in the To: or Cc: fields. However, these exchanges are only about draft documents—and in my interpretation would be beyond the scope (per preceding bullet). **Is this interpretation correct?**

- Exclude documents that are in the public domain, including media reports/summaries

In my interpretation, virtually all of the final versions of documents PMP would provide—news releases, statements, readouts—are in the public domain and would be beyond the scope. **Is this interpretation correct?**

*

More guidance on these points would be extremely helpful, as (depending on the correct interpretation) this would make a significant difference in the person hours required to produce the documents.

Merci beaucoup,

André

From: Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>
Sent: Wednesday, November 25, 2020 8:46 PM
To: Rodger, Nicolas <Nicolas.Rodger@pco-bcp.gc.ca>; Falanga, Masieta Jim <MasietaJim.Falanga@pco-bcp.gc.ca>; Arnaout, Jade <Jade.Arnaout@pco-bcp.gc.ca>; Brisson, Geneviève <Genevieve.Brisson@pco-bcp.gc.ca>; Doggart, Claire <Claire.Doggart@pco-bcp.gc.ca>; Ghione, André <Andre.Ghione@pco-bcp.gc.ca>
Subject: IMPORTANT - HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Good evening Nick, Jim, Jade, Geneviève, Claire and André,

Please see attached and below an important Parliamentary request we received regarding the GC's response to COVID-19.

In the English tasking, the highlighted yellow portion include areas that might affect our shop.

We've been asked to address this as soon as possible and an extension is not likely. Nick and Jim, I would like you to address this tomorrow, while everyone else, I think we can start focusing on this once Friday's announcement has wrapped-up and we've gotten through the next round of mandate letters.

The attached email from Ray provides more information on where to put the documents. This will be processed differently that what we are used to for ATIPs.

Merci beaucoup,

Josh

From: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca> **On Behalf Of** CommsATIP / CommsAIPRP (PCO/BCP)
Sent: Wednesday, November 25, 2020 8:54 AM
To: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>
Subject: HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic

Colleagues,
Please see the attached request for the production of documents related to the Government's response to the COVID-19 pandemic. The text of the motion appears at the end of the document. Additional direction will be provided shortly regarding the collection and initial storage of documents prior to their transfer to Justice Canada via Ringtail. Questions on the collection of documents pursuant to this motion can be directed to Raymond Rivet [redacted] s.16(2)

Collègues,
Veuillez trouver ci-joint une demande de production de documents liés à la réponse du gouvernement à la pandémie COVID-19. Le texte de la motion figure à la fin du document.

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Des directives additionnelles seront fournies sous peu concernant la collecte et l'entreposage de documents avant le transfert au ministère de la Justice du Canada via Ringtail. Des questions sur la collecte des documents conformément à la motion peuvent être adressées à Raymond Rivet [redacted]

s.16(2)

Sherry Dhillon

Project Coordinator, Strategic Communications
Privy Council Office / Government of Canada
sherry.dhillon@pco-bcp.gc.ca / Cell: [redacted]

Coordonnatrice de projets, Communications stratégiques
Bureau du Conseil privé / Gouvernement du Canada
sherry.dhillon@pco-bcp.gc.ca / Tél. cell. : [redacted]

From: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Sent: 24 novembre 2020 13:54
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>
Cc: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Subject: FW: 26 Oct motion guidance / directives

Bonjour Ray,

Please find the tasking from Mr. Jennings' office.

Merci!

Guylaine

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Simmering, William

From: Wong-Fortin, Bonny
Sent: Friday, November 27, 2020 4:54 PM
To: Babad, Luke
Cc: Shi, Anke
Subject: RE: Tasking – October 26 House Motion - COVID / Motion de la Chambre du 26 octobre - COVID

Let's do only what's possible to ensure we get this right, I'd much rather that than rushing through with a result we're not confident in.

Thank you!

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Friday, November 27, 2020 4:51 PM
To: Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>
Cc: Shi, Anke <Anke.Shi@pco-bcp.gc.ca>
Subject: Re: Tasking – October 26 House Motion - COVID / Motion de la Chambre du 26 octobre - COVID

Hi Bonny,

Yes definitely possible. This will take some time but I'll aim to have something to you for Monday morning.

Luke

Sent from my iPhone

> On Nov 27, 2020, at 4:47 PM, Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca> wrote:
>
> Yikes, due back to Jean by noon Monday and we will need to seek Dom's approval.
>
> Possible? I've attached our initial response to Jean for reference.
>
> ---
>
> **From:** Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
> **Sent:** Friday, November 27, 2020 4:19 PM
> **To:** Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Shannon, Tara <Tara.Shannon@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Baird, Louise <Louise.Baird@pco-bcp.gc.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Roussy, Daniel <Daniel.Roussy@pco-bcp.gc.ca>; van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; Merissa, Rahel <Rahel.Merissa@pco-bcp.gc.ca>; Bisson, Melissa <Melissa.Bisson@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Muir, Alexandra <Alexandra.Muir@pco-bcp.gc.ca>; Malone, Lorna <Lorna.Malone@pco-bcp.gc.ca>; Champoux, Elizabeth <Elizabeth.Champoux@pco-

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bcp.gc.ca>; Adler, Jeremy <Jeremy.Adler@pco-bcp.gc.ca>; Harty, Siobhan <Siobhan.Harty@pco-bcp.gc.ca>; Brunelle-Côté, Antoine <Antoine.Brunelle-Cote@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Perreault, Claudie <Claudie.Perreault@pco-bcp.gc.ca>; Bowles, Louise <Louise.Bowles@pco-bcp.gc.ca>; Fung, Jennifer <Jennifer.Fung@pco-bcp.gc.ca>; Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>
Cc: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>
Subject: Tasking – October 26 House Motion - COVID / Motion de la Chambre du 26 octobre - COVID

Good afternoon, departments involved in this production order have received the following tasking. We ask that each PCO branch also provide an updated number of pages of responsive records as per instructions and template below, for each branch.
Thank you.

PCO is requesting that departments involved provide an update for the number of pages of responsive records that each department or portfolio would have in response to the October 26 motion, and that the information be presented in two categories. The first, with a broad interpretation of the terms of the motion and no scoping applied and the second, with the scoping guidance issued on November 13, 2020 by PCO.

As these figures may be used in public communication, please ensure they are as accurate as possible.

A completed table (see template below) is required by noon on Monday, November 30, 2020.

Thank you

Le BCP demande à ce que chaque ministère impliqué de mette à jour le nombre de pages de documents pertinents en réponse à la motion du 26 octobre, et que l'information soit quantifiée selon deux catégories. La première, basée sur une interprétation large des termes de la motion sans aucune délimitation et la seconde, avec les directives de cadrage envoyées le 13 novembre 2020 par le BCP.

Étant donné que ces chiffres pourraient être utilisés dans le cadre de communications publiques, veuillez-vous assurer qu'ils soient aussi précis que possible.

Veuillez compléter le tableau suivant d'ici midi le lundi 30 novembre 2020.

Name of Department / Nom du ministère:
_____

	Without Scoping / Sans delimitations	**With Scoping from November 13th guidance issued by PCO / Avec les directives de cadrage envoyées le 13 nov par le BCP**

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Number of Pages / Nombre de pages		

<mime-attachment>

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Simmering, William

From: Kirkey, Joshua
Sent: Monday, November 30, 2020 1:15 PM
To: Rodger, Nicolas; Falanga, Masieta Jim; Arnaout, Jade; Brisson, Geneviève; Doggart, Claire; Ghione, André
Subject: FW: Additional Guidance - Motion to Provide Documents to the Standing Committee on Health

FYI-PTI…and as per my note under separate cover I will be discussing this with PMVC management this afternoon and hope to come back with more direction soon.

Merci beaucoup,

Josh

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Monday, November 30, 2020 1:09 PM
To: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>
Subject: Additional Guidance - Motion to Provide Documents to the Standing Committee on Health

Colleagues,
We have received a few questions on the Motion. Below are some clarifications for your information:

The end date for the collection of documents would be the date the motion was adopted by the House. Record should be collected for the timeframe up to and including October 26, 2020.

Please note that you may exclude documents that are in the public domain. As such, stand-alone products, such as press releases, can be excluded. However, should the document be contained in an email that is relevant to the motion, it should be collected and transferred.

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All emails sent or received by executives should be included in the collection process. While only final documents housed in systems, other than Outlook, should be collected, the guidance stipulates that all emails to and from executives should all be collected. This would include any attachments, whether or not they are drafts or relevant to the motion.

By way of explanation, in order for the deduplication function to work in Ringtail, the integrity of documents must be maintained. By removing or excluding attachments the parent/child relationship of the record would be severed. The PCO guidance requests that all documents pertaining to the motion, and in your care, be collected and transferred to DOJ. What ultimately forms part of the package released is yet to be determined.

From: Rivet, Raymond
Sent: 30 novembre 2020 12:49
To: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>
Subject: RE: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Good afternoon,
On Friday, we received the following tasking from L&HP. We have been asked to provide an estimate of the number of pages of responsive records for Comms and the COVID Comms hub as per the instructions and template below. I would appreciate any estimate you can provide at the earliest opportunity today. Thank you.

PCO is requesting that departments involved provide an update for the number of pages of responsive records that each department or portfolio would have in response to the October 26 motion, and that the information be presented in two categories. The first, with a broad interpretation of the terms of the motion and no scoping applied and the second, with the scoping guidance issued on November 13, 2020 by PCO.

As these figures may be used in public communication, please ensure they are as accurate as possible.

A completed table (see template below) is required by noon on Monday, November 30, 2020.

Thank you

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Le BCP demande à ce que chaque ministère impliqué de mette à jour le nombre de pages de documents pertinents en réponse à la motion du 26 octobre, et que l'information soit quantifiée selon deux catégories. La première, basée sur une interprétation large des termes de la motion sans aucune délimitation et la seconde, avec les directives de cadrage envoyées le 13 novembre 2020 par le BCP.

Étant donné que ces chiffres pourraient être utilisés dans le cadre de communications publiques, veuillez-vous assurer qu'ils soient aussi précis que possible.

Veuillez compléter le tableau suivant d'ici midi le lundi 30 novembre 2020.

Name of Department / Nom du ministère:
_____

	Without Scoping / Sans delimitations	**With Scoping from November 13th guidance issued by PCO / Avec les directives de cadrage envoyées le 13 nov par le BCP**
Number of Pages / Nombre de pages		

From: Rivet, Raymond
Sent: 25 novembre 2020 13:59
To: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

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Good Afternoon,

This is a follow up to this morning's tasking for records in response to the October 26, 2020 House of Commons Motion to Provide Documents to the Standing Committee on Health (Covid-19 Pandemic).
I will be the point of contact for Communications and Consultations and for the COVID-19 Communications Hub. Please share this request with members of your team as appropriate. If you have a nil response, please advise us as well.

The attached guidance documents were provided to departments by Justice Canada. They contain instructions for saving relevant documents to four (4) folders that have been created on PCO's network drive S:\ to store Outlook data files (emails and attachments) and Local Drive and Shared Drive documents. The four folders are the following:

i. Outlook– Protected B, Protected A and Unclassified
ii. Outlook – Secret
iii. Documents– Protected B, Protected A and Unclassified
iv. Documents – Secret

We are now asking PCO branches to collect relevant records, in accordance with these guidelines, in preparation for uploading into Ringtail. Background on Ringtail appears below (for info only) but the Ringtail step will be handled by PCO IT.

Every individual who has relevant documents is asked to create a subfolder within each of the four (4) folders above, as required. Each subfolder must be named as follows: **Last Name, First Name**.

Individuals who have identified documents relevant to the Motion must read the attached protocols for preserving the documents:

i. Preservation Protocols for Custodians - Microsoft Outlook
ii. Preservation Protocol for Custodians – Local and Shared Drive on a Network

Please note the following exceptions to the Justice Canada guidance:

Preservation Protocol – Local and Shared Drives (documents on):
Point 2 indicates: You will receive an email from the Motion Coordinator in which you will be provided with the following links – There is no link provided. The folders are accessible in the usual fashion on the S:\ drive.
Point 4 (Password protected documents) makes reference to providing information to the departmental IT official. For PCO, that information is to be saved on the S:\ drive using the attached template.

Preservation Protocol – Outlook:
There are no exceptions for the instructions for saving emails but it is important to go through the steps in Annex II, Creating an Outlook Data File. Creating this file (also know as a .pst file) has a number of steps but it will save time in the end since emails saved to this data file will automatically be transfered to the folder you have created in the S:\ drive.

<u>Background on Ringtail</u>

To compile the Government's response to the motion, an eDiscovery document review platform called Ringtail will be used to store all responsive documents, and to review and redact them. Two databases will be created – one rated for Secret documents, another for Protected B and unclassified documents. These databases will be housed in the Ringtail environments of the Department of Justice.

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Ringtail has several analytics functions that will make document review and redaction more efficient and consistent:

- Identical documents can be identified: duplicates can be eliminated from review.
- Chains of emails can be identified and only those emails needed to provide all the content in the email chain need be reviewed.
- Documents are fully indexed and their content can be searched.
- Documents that are conceptually related can be clustered and tasked to the same reviewer.
- Workflows can direct documents to reviewers in structured assignments; progress on assignments can be monitored; when they have been reviewed, documents can be put into new workflows for quality control assessment.

Upon completion of the transmittal of the PCO holdings the Department of Justice, subject matter experts will be given access to Ringtail to review and highlight sensitive information contained in the Department's records. For the database of Protected B and unclassified documents, subject matter experts will be issued credentials and a Cryptocard to access the database remotely. The Secret database will only be accessible by visiting the Department of Justice offices.

Important: The analytics functions of Ringtail require that we collect documents in their native format: their content and metadata should not be altered.

s.16(2)

Please complete the work of collecting records as soon as possible. If you encounter difficulties unencrypting a document, please do not hesitate to contact me by email or phone ( ).

Finally, please remember, this was not my idea. I'm just trying to help.

Raymond Rivet
Director, Corporate and Strategic Integration
Directeur, Intégration ministérielle et stratégique
Privy Council Office I Bureau du Conseil privé

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Simmering, William

From: Butara, Frank
Sent: Monday, November 30, 2020 7:47 PM
To: Rivet, Raymond
Cc: Martel, Camille; Fennell, Melissa; Patterson, Adine
Subject: RE: Additional Guidance - Motion to Provide Documents to the Standing Committee on Health

Hi Ray,

I think we locked down most of our files. Can you give us a quick 101 on how to upload them? I think I heard someone say you provide that service ☺.

Let us know and thanks!

Frank

Frank Butara
Privy Council Office / Bureau du Conseil privé
Mobile: [redacted]

s.16(2)

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Monday, November 30, 2020 1:09 PM
To: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>
Subject: Additional Guidance - Motion to Provide Documents to the Standing Committee on Health

Colleagues,
We have received a few questions on the Motion. Below are some clarifications for your information:

The end date for the collection of documents would be the date the motion was adopted by the House. Record should be collected for the timeframe up to and including October 26, 2020.

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Please note that you may exclude documents that are in the public domain. As such, stand-alone products, such as press releases, can be excluded. However, should the document be contained in an email that is relevant to the motion, it should be collected and transferred.

All emails sent or received by executives should be included in the collection process. While only final documents housed in systems, other than Outlook, should be collected, the guidance stipulates that all emails to and from executives should all be collected. This would include any attachments, whether or not they are drafts or relevant to the motion.

By way of explanation, in order for the deduplication function to work in Ringtail, the integrity of documents must be maintained. By removing or excluding attachments the parent/child relationship of the record would be severed. The PCO guidance requests that all documents pertaining to the motion, and in your care, be collected and transferred to DOJ. What ultimately forms part of the package released is yet to be determined.

From: Rivet, Raymond
Sent: 30 novembre 2020 12:49
To: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>
Subject: RE: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Good afternoon,
On Friday, we received the following tasking from L&HP. We have been asked to provide an estimate of the number of pages of responsive records for Comms and the COVID Comms hub as per the instructions and template below. I would appreciate any estimate you can provide at the earliest opportunity today. Thank you.

PCO is requesting that departments involved provide an update for the number of pages of responsive records that each department or portfolio would have in response to the October 26 motion, and that the information be presented in two categories. The first, with a broad interpretation of the terms of the motion and no scoping applied and the second, with the scoping guidance issued on November 13, 2020 by PCO.

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As these figures may be used in public communication, please ensure they are as accurate as possible.

A completed table (see template below) is required by noon on Monday, November 30, 2020.

Thank you

Le BCP demande à ce que chaque ministère impliqué de mette à jour le nombre de pages de documents pertinents en réponse à la motion du 26 octobre, et que l'information soit quantifiée selon deux catégories. La première, basée sur une interprétation large des termes de la motion sans aucune délimitation et la seconde, avec les directives de cadrage envoyées le 13 novembre 2020 par le BCP.

Étant donné que ces chiffres pourraient être utilisés dans le cadre de communications publiques, veuillez-vous assurer qu'ils soient aussi précis que possible.

Veuillez compléter le tableau suivant d'ici midi le lundi 30 novembre 2020.

Name of Department / Nom du ministère:
_____

	Without Scoping / Sans delimitations	**With Scoping from November 13th guidance issued by PCO / Avec les directives de cadrage envoyées le 13 nov par le BCP**
Number of Pages / Nombre de pages		

From: Rivet, Raymond
Sent: 25 novembre 2020 13:59
To: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo,

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Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Good Afternoon,

This is a follow up to this morning's tasking for records in response to the October 26, 2020 House of Commons Motion to Provide Documents to the Standing Committee on Health (Covid-19 Pandemic).
I will be the point of contact for Communications and Consultations and for the COVID-19 Communications Hub. Please share this request with members of your team as appropriate. If you have a nil response, please advise us as well.

The attached guidance documents were provided to departments by Justice Canada. They contain instructions for saving relevant documents to four (4) folders that have been created on PCO's network drive S:\ to store Outlook data files (emails and attachments) and Local Drive and Shared Drive documents. The four folders are the following:

i. Outlook– Protected B, Protected A and Unclassified
ii. Outlook – Secret
iii. Documents– Protected B, Protected A and Unclassified
iv. Documents – Secret

We are now asking PCO branches to collect relevant records, in accordance with these guidelines, in preparation for uploading into Ringtail. Background on Ringtail appears below (for info only) but the Ringtail step will be handled by PCO IT.

Every individual who has relevant documents is asked to create a subfolder within each of the four (4) folders above, as required. Each subfolder must be named as follows: **Last Name, First Name**.

Individuals who have identified documents relevant to the Motion must read the attached protocols for preserving the documents:

i. Preservation Protocols for Custodians - Microsoft Outlook
ii. Preservation Protocol for Custodians – Local and Shared Drive on a Network

Please note the following exceptions to the Justice Canada guidance:

Preservation Protocol – Local and Shared Drives (documents on):
Point 2 indicates: You will receive an email from the Motion Coordinator in which you will be provided with the following links – There is no link provided. The folders are accessible in the usual fashion on the S:\ drive.
Point 4 (Password protected documents) makes reference to providing information to the departmental IT official. For PCO, that information is to be saved on the S:\ drive using the attached template.

Preservation Protocol – Outlook:
There are no exceptions for the instructions for saving emails but it is important to go through the steps in Annex II, Creating an Outlook Data File. Creating this file (also know as a .pst file) has a number of steps but it will save time in the end since emails saved to this data file will automatically be transfered to the folder you have created in the S:\ drive.

Background on Ringtail

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To compile the Government's response to the motion, an eDiscovery document review platform called Ringtail will be used to store all responsive documents, and to review and redact them. Two databases will be created – one rated for Secret documents, another for Protected B and unclassified documents. These databases will be housed in the Ringtail environments of the Department of Justice.

Ringtail has several analytics functions that will make document review and redaction more efficient and consistent:

- Identical documents can be identified: duplicates can be eliminated from review.
- Chains of emails can be identified and only those emails needed to provide all the content in the email chain need be reviewed.
- Documents are fully indexed and their content can be searched.
- Documents that are conceptually related can be clustered and tasked to the same reviewer.
- Workflows can direct documents to reviewers in structured assignments; progress on assignments can be monitored; when they have been reviewed, documents can be put into new workflows for quality control assessment.

Upon completion of the transmittal of the PCO holdings the Department of Justice, subject matter experts will be given access to Ringtail to review and highlight sensitive information contained in the Department's records. For the database of Protected B and unclassified documents, subject matter experts will be issued credentials and a Cryptocard to access the database remotely. The Secret database will only be accessible by visiting the Department of Justice offices.

Important: The analytics functions of Ringtail require that we collect documents in their native format: their content and metadata should not be altered.

Please complete the work of collecting records as soon as possible. If you encounter difficulties unencrypting a document, please do not hesitate to contact me by email or phone ( ). s.16(2)

Finally, please remember, this was not my idea. I'm just trying to help.

Raymond Rivet
Director, Corporate and Strategic Integration
Directeur, Intégration ministérielle et stratégique
Privy Council Office I Bureau du Conseil privé

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Simmering, William

From: Mondou, Isabelle
Sent: Monday, November 30, 2020 4:12 PM
To: Welbourne, Maia
Subject: RE: Health motion - PCO documents

Maia:

The person who is coordinating for PCO Comms is Raymond Rivert.

From: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Sent: Monday, November 30, 2020 2:30 PM
To: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Subject: FW: Health motion - PCO documents

Hello Isabelle – Is there someone in your office I should deal with on this issue?
Please and thanks
Maia

From: Welbourne, Maia
Sent: Monday, November 30, 2020 2:29 PM
To: Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Harty, Siobhan <Siobhan.Harty@pco-bcp.gc.ca>; Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Baird, Louise <Louise.Baird@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; McCowan, Ian <Ian.McCowan@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: Health motion - PCO documents

Hello colleagues,

I'm following up on earlier messages regarding the production of PCO documents under the Health motion.

Recognizing that the December 7 deadline for a first batch of documents to be provided to the Law Clerk is quickly approaching , may I ask that:

- The identification and collection of documents be completed as quickly as possible, if not already done.
- Branches/secretariats identify reviewers today, if not already done. This is necessary to ensure that documents can be reviewed ASAP once uploaded into Ringtail.

Please let me know if you think it would be helpful to have a quick meeting to discuss.

Thanks,
Maia

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Monday, November 30, 2020 1:03 PM
To: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>

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Cc: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Subject: RE: PCO docs

Status update:
Nothing has been uploaded into Ringtail because we will be able to use our own system (pending QA test happening today). If all is well with the pilot, branches should be able to begin uploading as early as tomorrow.
ERDP confirmed being done their collection (3000 pages). SDP has not yet completed their collection. NSIA only has three documents relevant to the motion. Other areas continue to identify and collect their documents.
We have names of reviewers from ATIP, NSIA, Legal and Senior Personnel. Still waiting on COVID Sec, COVID Comms, SDP, PP, ERDP.

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Simmering, William

From: Bonvie, Lorna
Sent: Monday, November 30, 2020 4:50 PM
To: Rivet, Raymond; Dhillon, Sherry; CommsATIP / CommsAIPRP (PCO/BCP)
Subject: RE: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Confirmed with my team that we do not have documents related to these particular items.

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Monday, November 30, 2020 4:42 PM
To: Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>
Subject: RE: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Acknowleged. Thanks Lorna.

From: Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>
Sent: 30 novembre 2020 16:39
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>
Subject: RE: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Hi Raymond,

Checking in with my team, but based on these criteria, I don't believe we would have any relevant records.

Thank you both for your help in tracking down the details.

Lorna

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Monday, November 30, 2020 4:12 PM
To: Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>
Subject: RE: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Here is the text of the motion (with highlights) that was included in the initial tasking on Nov 26.

Text of the motion (parts related to the production of documents):

(u) an order of the House do issue for all memoranda, emails, documents, notes or other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Safety and Emergency Preparedness, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning options, plans and preparations for the GPHIN since January 1, 2018;

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(v) an order of the House do issue for a record of all communications between the government and the WHO in respect of options, plans or preparations for any future operation, or absence thereof, of the GPHIN, since January 1, 2018;

(w) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19, since March 19, 2020;

(x) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Prime Minister's Office, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada concerning plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields, since March 19, 2020;

(y) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the COVID-19 Vaccine Task Force and its subcommittees;

(z) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the Government of Canada's COVID-19 vaccine distribution and monitoring strategy, including, but not limited to anticipated timelines for the distribution of an approved COVID-19 vaccine across Canada and the prioritization of population groups for vaccination;

(aa) minutes of meetings of the cabinet and its committees be excluded from this order and all documents issued pursuant to this order (i) be organized by department and be provided to the Office of the Law Clerk and Parliamentary Counsel as soon as is practicable in light of the pandemic, but, in any event, not later than November 30, 2020, and, if this is not possible, the Clerk of the Privy Council may request an extension of no more than seven days, by writing a letter to the committee, (ii) be vetted for matters of personal privacy information and national security, and, with respect to paragraph (y) only, be additionally vetted for information the disclosure of which could reasonably be expected to interfere with contractual or other negotiations between the Government of Canada and a third party, by the Law Clerk and Parliamentary Counsel within seven days of the receipt of the documents, (iii) be laid upon the table by the Speaker, at the next earliest opportunity, once vetted, and permanently referred to the Standing Committee on Health; and

(bb) within seven days after all documents have been tabled pursuant to paragraph (aa), the Minister of Health, the Minister of Public Services and Procurement, the Minister of Public Safety and Emergency Preparedness, and the Minister of Innovation, Science and Industry be ordered to appear separately as witnesses before the Standing Committee on Health, for at least three hours each.

From: Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>
Sent: 30 novembre 2020 16:03
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>
Subject: RE: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Hello,

I feel like I am missing a piece here. Can you share the original tasking and language regarding the types of documents they are looking for? I don't seem to have the original request that was send on November 25th.

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Thank you,
Lorna

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Monday, November 30, 2020 12:49 PM
To: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>
Subject: RE: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

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A completed table (see template below) is required by noon on Monday, November 30, 2020.

Thank you

Le BCP demande à ce que chaque ministère impliqué de mette à jour le nombre de pages de documents pertinents en réponse à la motion du 26 octobre, et que l'information soit quantifiée selon deux catégories. La première, basée sur une interprétation large des termes de la motion sans aucune délimitation et la seconde, avec les directives de cadrage envoyées le 13 novembre 2020 par le BCP.

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Veuillez compléter le tableau suivant d'ici midi le lundi 30 novembre 2020.

Name of Department / Nom du ministère:
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	Without Scoping / Sans delimitations	**With Scoping from November 13th guidance issued by PCO / Avec les directives de cadrage envoyées le 13 nov par le BCP**
Number of Pages / Nombre de pages		

From: Rivet, Raymond
Sent: 25 novembre 2020 13:59
To: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
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Subject: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Good Afternoon,

This is a follow up to this morning's tasking for records in response to the October 26, 2020 House of Commons Motion to Provide Documents to the Standing Committee on Health (Covid-19 Pandemic).
I will be the point of contact for Communications and Consultations and for the COVID-19 Communications Hub. Please share this request with members of your team as appropriate. If you have a nil response, please advise us as well.

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The attached guidance documents were provided to departments by Justice Canada. They contain instructions for saving relevant documents to four (4) folders that have been created on PCO's network drive S:\ to store Outlook data files (emails and attachments) and Local Drive and Shared Drive documents. The four folders are the following:

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To compile the Government's response to the motion, an eDiscovery document review platform called Ringtail will be used to store all responsive documents, and to review and redact them. Two databases will be created – one rated for Secret documents, another for Protected B and unclassified documents. These databases will be housed in the Ringtail environments of the Department of Justice.

Ringtail has several analytics functions that will make document review and redaction more efficient and consistent:

- Identical documents can be identified: duplicates can be eliminated from review.
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Finally, please remember, this was not my idea. I'm just trying to help.

Raymond Rivet
Director, Corporate and Strategic Integration
Directeur, Intégration ministérielle et stratégique
Privy Council Office I Bureau du Conseil privé

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Simmering, William

From: Kirkey, Joshua
Sent: Monday, November 30, 2020 4:33 PM
To: Rivet, Raymond; Dhillon, Sherry
Cc: Jones, Murray; CommsATIP / CommsAIPRP (PCO/BCP)
Subject: RE: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Bonjour Ray,

Confirming this is a NIL response for PM Products. For the emails implicating our team, Murray will respond.

Merci,

Josh

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Wednesday, November 25, 2020 1:59 PM
To: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
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Directeur, Intégration ministérielle et stratégique
Privy Council Office I Bureau du Conseil privé s.16(2)

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Simmering, William

From: Dhillon, Sherry
Sent: Monday, November 30, 2020 4:08 PM
To: Bonvie, Lorna; Rivet, Raymond; CommsATIP / CommsAIPRP (PCO/BCP)
Subject: RE: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents
Attachments: HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic

Attachment is duplicate

Sorry, this attachment contains the type of documents they are seeking.

From: Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>
Sent: Monday, November 30, 2020 4:03 PM
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>
Subject: RE: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Hello,

I feel like I am missing a piece here. Can you share the original tasking and language regarding the types of documents they are looking for? I don't seem to have the original request that was send on November 25th.

Thank you,
Lorna

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Sent: Monday, November 30, 2020 12:49 PM
To: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
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To: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor

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<Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Good Afternoon,

This is a follow up to this morning's tasking for records in response to the October 26, 2020 House of Commons Motion to Provide Documents to the Standing Committee on Health (Covid-19 Pandemic).
I will be the point of contact for Communications and Consultations and for the COVID-19 Communications Hub. Please share this request with members of your team as appropriate. If you have a nil response, please advise us as well.

The attached guidance documents were provided to departments by Justice Canada. They contain instructions for saving relevant documents to four (4) folders that have been created on PCO's network drive S:\ to store Outlook data files (emails and attachments) and Local Drive and Shared Drive documents. The four folders are the following:

i. Outlook– Protected B, Protected A and Unclassified
ii. Outlook – Secret
iii. Documents– Protected B, Protected A and Unclassified
iv. Documents – Secret

We are now asking PCO branches to collect relevant records, in accordance with these guidelines, in preparation for uploading into Ringtail. Background on Ringtail appears below (for info only) but the Ringtail step will be handled by PCO IT.

Every individual who has relevant documents is asked to create a subfolder within each of the four (4) folders above, as required. Each subfolder must be named as follows: **Last Name, First Name**.

Individuals who have identified documents relevant to the Motion must read the attached protocols for preserving the documents:

i. Preservation Protocols for Custodians - Microsoft Outlook
ii. Preservation Protocol for Custodians – Local and Shared Drive on a Network

Please note the following exceptions to the Justice Canada guidance:

Preservation Protocol – Local and Shared Drives (documents on):
Point 2 indicates: You will receive an email from the Motion Coordinator in which you will be provided with the following links – There is no link provided. The folders are accessible in the usual fashion on the S:\ drive.

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Point 4 (Password protected documents) makes reference to providing information to the departmental IT official. For PCO, that information is to be saved on the S:\ drive using the attached template.

Preservation Protocol – Outlook:
There are no exceptions for the instructions for saving emails but it is important to go through the steps in Annex II, Creating an Outlook Data File. Creating this file (also know as a .pst file) has a number of steps but it will save time in the end since emails saved to this data file will automatically be transfered to the folder you have created in the S:\ drive.

Background on Ringtail

To compile the Government's response to the motion, an eDiscovery document review platform called Ringtail will be used to store all responsive documents, and to review and redact them. Two databases will be created – one rated for Secret documents, another for Protected B and unclassified documents. These databases will be housed in the Ringtail environments of the Department of Justice.

Ringtail has several analytics functions that will make document review and redaction more efficient and consistent:

- Identical documents can be identified: duplicates can be eliminated from review.
- Chains of emails can be identified and only those emails needed to provide all the content in the email chain need be reviewed.
- Documents are fully indexed and their content can be searched.
- Documents that are conceptually related can be clustered and tasked to the same reviewer.
- Workflows can direct documents to reviewers in structured assignments; progress on assignments can be monitored; when they have been reviewed, documents can be put into new workflows for quality control assessment.

Upon completion of the transmittal of the PCO holdings the Department of Justice, subject matter experts will be given access to Ringtail to review and highlight sensitive information contained in the Department's records. For the database of Protected B and unclassified documents, subject matter experts will be issued credentials and a Cryptocard to access the database remotely. The Secret database will only be accessible by visiting the Department of Justice offices.

Important: The analytics functions of Ringtail require that we collect documents in their native format: their content and metadata should not be altered.

Please complete the work of collecting records as soon as possible. If you encounter difficulties unencrypting a document, please do not hesitate to contact me by email or phone (613-513-5073).

Finally, please remember, this was not my idea. I'm just trying to help.

Raymond Rivet
Director, Corporate and Strategic Integration
Directeur, Intégration ministérielle et stratégique
Privy Council Office I Bureau du Conseil privé
(613) 513-5073

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Simmering, William

From: Butara, Frank
Sent: Monday, November 30, 2020 7:54 PM
To: Rivet, Raymond
Cc: Martel, Camille; Fennell, Melissa; Patterson, Adine
Subject: RE: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Hi,

I have about 70 pages worth of files, which are mostly Protected B, with some secret. s.16(2)

Thanks!

Frank

Frank Butara
Privy Council Office / Bureau du Conseil privé
Mobile: [redacted]

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Monday, November 30, 2020 12:49 PM
To: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>
Subject: RE: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Good afternoon,
On Friday, we received the following tasking from L&HP. . We have been asked to provide an estimate of the number of pages of responsive records for Comms and the COVID Comms hub as per the instructions and template below I would appreciate any estimate you can provide at the earliest opportunity today. Thank you.

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PCO is requesting that departments involved provide an update for the number of pages of responsive records that each department or portfolio would have in response to the October 26 motion, and that the information be presented in two categories. The first, with a broad interpretation of the terms of the motion and no scoping applied and the second, with the scoping guidance issued on November 13, 2020 by PCO.

As these figures may be used in public communication, please ensure they are as accurate as possible.

A completed table (see template below) is required by noon on Monday, November 30, 2020.

Thank you

Le BCP demande à ce que chaque ministère impliqué de mette à jour le nombre de pages de documents pertinents en réponse à la motion du 26 octobre, et que l'information soit quantifiée selon deux catégories. La première, basée sur une interprétation large des termes de la motion sans aucune délimitation et la seconde, avec les directives de cadrage envoyées le 13 novembre 2020 par le BCP.

Étant donné que ces chiffres pourraient être utilisés dans le cadre de communications publiques, veuillez-vous assurer qu'ils soient aussi précis que possible.

Veuillez compléter le tableau suivant d'ici midi le lundi 30 novembre 2020.

Name of Department / Nom du ministère:
_____

	Without Scoping / Sans delimitations	**With Scoping from November 13th guidance issued by PCO / Avec les directives de cadrage envoyées le 13 nov par le BCP**
Number of Pages / Nombre de pages		

From: Rivet, Raymond
Sent: 25 novembre 2020 13:59
To: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>;

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Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Good Afternoon,

This is a follow up to this morning's tasking for records in response to the October 26, 2020 House of Commons Motion to Provide Documents to the Standing Committee on Health (Covid-19 Pandemic).
I will be the point of contact for Communications and Consultations and for the COVID-19 Communications Hub. Please share this request with members of your team as appropriate. If you have a nil response, please advise us as well.

The attached guidance documents were provided to departments by Justice Canada. They contain instructions for saving relevant documents to four (4) folders that have been created on PCO's network drive S:\ to store Outlook data files (emails and attachments) and Local Drive and Shared Drive documents. The four folders are the following:

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Point 2 indicates: You will receive an email from the Motion Coordinator in which you will be provided with the following links – There is no link provided. The folders are accessible in the usual fashion on the S:\ drive.
Point 4 (Password protected documents) makes reference to providing information to the departmental IT official. For PCO, that information is to be saved on the S:\ drive using the attached template.

Preservation Protocol – Outlook:

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Important: The analytics functions of Ringtail require that we collect documents in their native format: their content and metadata should not be altered.

Please complete the work of collecting records as soon as possible. If you encounter difficulties unencrypting a document, please do not hesitate to contact me by email or phone ( ). s.16(2)

Finally, please remember, this was not my idea. I'm just trying to help.

Raymond Rivet
Director, Corporate and Strategic Integration
Directeur, Intégration ministérielle et stratégique
Privy Council Office I Bureau du Conseil privé

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Simmering, William

From: Kirkey, Joshua
Sent: Monday, November 30, 2020 11:29 AM
To: Rivet, Raymond; Dhillon, Sherry
Cc: Stark, Meagan
Subject: RE: REQUEST FOR CLARIFICATION - HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic

Thanks for this, Ray.

Have a good week,

Josh

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Monday, November 30, 2020 11:27 AM
To: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>
Cc: Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>
Subject: FW: REQUEST FOR CLARIFICATION - HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic

Good morning. Please see below the guidance from L&HP. Tamara Jeffrey is the lead on this request for documents.

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: 30 novembre 2020 10:10
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: RE: REQUEST FOR CLARIFICATION - HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic

Bonjour Raymond,

Apologies for the delay in getting back to you.

LHP would clarify that all emails sent or received by executives should be included in the collection process. While only final documents housed in systems, other than Outlook, should be collected, the guidance stipulates that all emails to and from executives should all be collected. This would include any attachments, whether or not they are drafts or relevant to the motion.

By way of explanation, in order for the deduplication function to work in ringtail, the integrity of documents must be maintained. By removing or excluding attachments the parent/child relationship of the record would be severed. The PCO guidance requests that all documents pertaining to the motion, and in your care, be collected and transferred to DOJ. What ultimately forms part of the package released is yet to be determined.

The remainder of your assessment aligns with the guidance issued by PCO.

I hope this helps.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire

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Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Friday, November 27, 2020 4:17 PM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: FW: REQUEST FOR CLARIFICATION - HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic

Hi Tamara. I'm checking in with you on the interpretation below. I agree with this interpretation but would be interested in your views. Thanks in advance.

From: Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>
Sent: Friday, November 27, 2020 3:12 PM
To: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>
Cc: Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Ghione, André <Andre.Ghione@pco-bcp.gc.ca>; Doggart, Claire <Claire.Doggart@pco-bcp.gc.ca>; Brisson, Geneviève <Genevieve.Brisson@pco-bcp.gc.ca>; Arnaout, Jade <Jade.Arnaout@pco-bcp.gc.ca>; Falanga, Masieta Jim <MasietaJim.Falanga@pco-bcp.gc.ca>; Rodger, Nicolas <Nicolas.Rodger@pco-bcp.gc.ca>
Subject: REQUEST FOR CLARIFICATION - HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic

Good afternoon Sherry,

Following a conversation with my team, we had some points we are hoping you can clarify regarding the recent House of Commons motion and subsequent tasking.

- Provide final versions of documents only (exclude draft documents, exclude final drafts not submitted to their intended recipient(s))

In our interpretation, these would be news releases, statements, and readouts only once confirmed as final by PMO immediately prior to staging. **Is this interpretation correct?** Yes

- Provide e-mails sent or received by executives (director and above)

The approval process for all PM products always involves e-mails sent or received by executives, whether in the To: or Cc: fields. However, these exchanges are only about draft documents—and in our interpretation would be beyond the scope (per preceding bullet). **Is this interpretation correct?** Yes

- Exclude documents that are in the public domain, including media reports/summaries

In our interpretation, virtually all of the final versions of documents PM Products would provide—news releases, statements, readouts—are in the public domain and would be beyond the scope. **Is this interpretation correct?** Yes

More guidance on these points would be extremely helpful, as (depending on the correct interpretation) this would make a significant difference in the person hours required to produce the documents.

Thank you and have a great weekend,

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s.16(2)

Joshua

Joshua Kirkey
Manager, PM Products | Gestionnaire, Produits du PM
PM and Visual Communications | Communications du PM et visuelles
Privy Council Office | Bureau du Conseil privé

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Simmering, William

From: Kirkey, Joshua
Sent: Monday, November 30, 2020 3:53 PM
To: Rodger, Nicolas; Falanga, Masieta Jim; Arnaout, Jade; Brisson, Geneviève; Doggart, Claire; Ghione, André
Subject: Update - IMPORTANT - HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic

Good afternoon team,

After further discussions with PMVC management and Ray, I can confirm there is no action required from the team on this. You can stand down.

Thank you,

Josh

From: Kirkey, Joshua
Sent: Wednesday, November 25, 2020 8:46 PM
To: Rodger, Nicolas <Nicolas.Rodger@pco-bcp.gc.ca>; Falanga, Masieta Jim <MasietaJim.Falanga@pco-bcp.gc.ca>; Arnaout, Jade <Jade.Arnaout@pco-bcp.gc.ca>; Brisson, Geneviève <Genevieve.Brisson@pco-bcp.gc.ca>; Doggart, Claire <Claire.Doggart@pco-bcp.gc.ca>; Ghione, André <Andre.Ghione@pco-bcp.gc.ca>
Subject: IMPORTANT - HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic

Good evening Nick, Jim, Jade, Geneviève, Claire and André,

Please see attached and below an important Parliamentary request we received regarding the GC's response to COVID-19.

In the English tasking, the highlighted yellow portion include areas that might affect our shop.

We've been asked to address this as soon as possible and an extension is not likely. Nick and Jim, I would like you to address this tomorrow, while everyone else, I think we can start focusing on this once Friday's announcement has wrapped-up and we've gotten through the next round of mandate letters.

The attached email from Ray provides more information on where to put the documents. This will be processed differently that what we are used to for ATIPs.

Merci beaucoup,

Josh

From: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca> **On Behalf Of** CommsATIP / CommsAIPRP (PCO/BCP)
Sent: Wednesday, November 25, 2020 8:54 AM
To: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor

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<Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>
Subject: HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic

Colleagues,
Please see the attached request for the production of documents related to the Government's response to the COVID-19 pandemic. The text of the motion appears at the end of the document. Additional direction will be provided shortly regarding the collection and initial storage of documents prior to their transfer to Justice Canada via Ringtail. Questions on the collection of documents pursuant to this motion can be directed to Raymond Rivet [redacted] s.16(2)

Collègues,
Veuillez trouver ci-joint une demande de production de documents liés à la réponse du gouvernement à la pandémie COVID-19. Le texte de la motion figure à la fin du document.
Des directives additionnelles seront fournies sous peu concernant la collecte et l'entreposage de documents avant le transfert au ministère de la Justice du Canada via Ringtail. Des questions sur la collecte des documents conformément à la motion peuvent être adressées à Raymond Rivet [redacted]

Sherry Dhillon

Project Coordinator, Strategic Communications
Privy Council Office / Government of Canada
sherry.dhillon@pco-bcp.gc.ca / Cell: [redacted]

Coordonnatrice de projets, Communications stratégiques
Bureau du Conseil privé / Gouvernement du Canada
sherry.dhillon@pco-bcp.gc.ca / Tél. cell. : [redacted]

From: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Sent: 24 novembre 2020 13:54
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>
Cc: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Subject: FW: 26 Oct motion guidance / directives

Bonjour Ray,

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Please find the tasking from Mr. Jennings' office.

Merci!

Guylaine

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Simmering, William

From: Rivet, Raymond
Sent: Monday, November 30, 2020 1:09 PM
To: CommsATIP / CommsAIPRP (PCO/BCP); MacKillop, Ken; Tessier, Jean; Boudreau, Sandra; Bonvie, Lorna; Duchesne, Paul; Jones, Murray; Massabki, Myriam; Moorcroft, Karen; Paxton, Taylor; Sullivan, Melanie; Vinette, Nadine; Butara, Frank; Hedquist, Theresa; Stark, Meagan; Kirkey, Joshua; Lauzon, Laura; Nelson, Fiona; Baker, Mary Beth; Baldwin, Andrew; Bell, Stephanie; Blanchard, Chanel; Chew, Jennifer; Chretien, Kimberley; Côté, Celeste; Guthrie, Jordan; Labelle, Nadine; Laghi, Brian; Leboeuf, Gabriel; Maher, Brenna; McLaren, Steven; Mitchell, Heloise; Mondou, Isabelle; Naidoo, Ravendra; Wesley, Laura
Cc: Dhillon, Sherry; Hamel, Guylaine; Marinier, Caroline
Subject: Additional Guidance - Motion to Provide Documents to the Standing Committee on Health

Colleagues,
We have received a few questions on the Motion. Below are some clarifications for your information:

The end date for the collection of documents would be the date the motion was adopted by the House. Record should be collected for the timeframe up to and including October 26, 2020.

Please note that you may exclude documents that are in the public domain. As such, stand-alone products, such as press releases, can be excluded. However, should the document be contained in an email that is relevant to the motion, it should be collected and transferred.

All emails sent or received by executives should be included in the collection process. While only final documents housed in systems, other than Outlook, should be collected, the guidance stipulates that all emails to and from executives should all be collected. This would include any attachments, whether or not they are drafts or relevant to the motion.

By way of explanation, in order for the deduplication function to work in Ringtail, the integrity of documents must be maintained. By removing or excluding attachments the parent/child relationship of the record would be severed. The PCO guidance requests that all documents pertaining to the motion, and in your care, be collected and transferred to DOJ. What ultimately forms part of the package released is yet to be determined.

From: Rivet, Raymond
Sent: 30 novembre 2020 12:49
To: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

<Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>
Subject: RE: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Good afternoon,
On Friday, we received the following tasking from L&HP. We have been asked to provide an estimate of the number of pages of responsive records for Comms and the COVID Comms hub as per the instructions and template below. I would appreciate any estimate you can provide at the earliest opportunity today. Thank you.

PCO is requesting that departments involved provide an update for the number of pages of responsive records that each department or portfolio would have in response to the October 26 motion, and that the information be presented in two categories. The first, with a broad interpretation of the terms of the motion and no scoping applied and the second, with the scoping guidance issued on November 13, 2020 by PCO.

As these figures may be used in public communication, please ensure they are as accurate as possible.

A completed table (see template below) is required by noon on Monday, November 30, 2020.

Thank you

Le BCP demande à ce que chaque ministère impliqué de mette à jour le nombre de pages de documents pertinents en réponse à la motion du 26 octobre, et que l'information soit quantifiée selon deux catégories. La première, basée sur une interprétation large des termes de la motion sans aucune délimitation et la seconde, avec les directives de cadrage envoyées le 13 novembre 2020 par le BCP.

Étant donné que ces chiffres pourraient être utilisés dans le cadre de communications publiques, veuillez-vous assurer qu'ils soient aussi précis que possible.

Veuillez compléter le tableau suivant d'ici midi le lundi 30 novembre 2020.

Name of Department / Nom du ministère:
_____

	Without Scoping / Sans delimitations	**With Scoping from November 13th guidance issued by PCO / Avec les directives de cadrage envoyées le 13 nov par le BCP**
Number of Pages / Nombre de pages		

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From: Rivet, Raymond
Sent: 25 novembre 2020 13:59
To: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Good Afternoon,

This is a follow up to this morning's tasking for records in response to the October 26, 2020 House of Commons Motion to Provide Documents to the Standing Committee on Health (Covid-19 Pandemic).
I will be the point of contact for Communications and Consultations and for the COVID-19 Communications Hub. Please share this request with members of your team as appropriate. If you have a nil response, please advise us as well.

The attached guidance documents were provided to departments by Justice Canada. They contain instructions for saving relevant documents to four (4) folders that have been created on PCO's network drive S:\ to store Outlook data files (emails and attachments) and Local Drive and Shared Drive documents. The four folders are the following:

i. Outlook– Protected B, Protected A and Unclassified
ii. Outlook – Secret
iii. Documents– Protected B, Protected A and Unclassified
iv. Documents – Secret

We are now asking PCO branches to collect relevant records, in accordance with these guidelines, in preparation for uploading into Ringtail. Background on Ringtail appears below (for info only) but the Ringtail step will be handled by PCO IT.

Every individual who has relevant documents is asked to create a subfolder within each of the four (4) folders above, as required. Each subfolder must be named as follows: **Last Name, First Name**.

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Individuals who have identified documents relevant to the Motion must read the attached protocols for preserving the documents:

i. Preservation Protocols for Custodians - Microsoft Outlook
ii. Preservation Protocol for Custodians – Local and Shared Drive on a Network

Please note the following exceptions to the Justice Canada guidance:

Preservation Protocol – Local and Shared Drives (documents on):
Point 2 indicates: You will receive an email from the Motion Coordinator in which you will be provided with the following links – There is no link provided. The folders are accessible in the usual fashion on the S:\ drive.
Point 4 (Password protected documents) makes reference to providing information to the departmental IT official. For PCO, that information is to be saved on the S:\ drive using the attached template.

Preservation Protocol – Outlook:
There are no exceptions for the instructions for saving emails but it is important to go through the steps in Annex II, Creating an Outlook Data File. Creating this file (also know as a .pst file) has a number of steps but it will save time in the end since emails saved to this data file will automatically be transfered to the folder you have created in the S:\ drive.

Background on Ringtail

To compile the Government's response to the motion, an eDiscovery document review platform called Ringtail will be used to store all responsive documents, and to review and redact them. Two databases will be created – one rated for Secret documents, another for Protected B and unclassified documents. These databases will be housed in the Ringtail environments of the Department of Justice.

Ringtail has several analytics functions that will make document review and redaction more efficient and consistent:

- Identical documents can be identified: duplicates can be eliminated from review.
- Chains of emails can be identified and only those emails needed to provide all the content in the email chain need be reviewed.
- Documents are fully indexed and their content can be searched.
- Documents that are conceptually related can be clustered and tasked to the same reviewer.
- Workflows can direct documents to reviewers in structured assignments; progress on assignments can be monitored; when they have been reviewed, documents can be put into new workflows for quality control assessment.

Upon completion of the transmittal of the PCO holdings the Department of Justice, subject matter experts will be given access to Ringtail to review and highlight sensitive information contained in the Department's records. For the database of Protected B and unclassified documents, subject matter experts will be issued credentials and a Cryptocard to access the database remotely. The Secret database will only be accessible by visiting the Department of Justice offices.

Important: The analytics functions of Ringtail require that we collect documents in their native format: their content and metadata should not be altered.

Please complete the work of collecting records as soon as possible. If you encounter difficulties unencrypting a document, please do not hesitate to contact me by email or phone ( ). s.16(2)

Finally, please remember, this was not my idea. I'm just trying to help.

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s.16(2)

Raymond Rivet
Director, Corporate and Strategic Integration
Directeur, Intégration ministérielle et stratégique
Privy Council Office I Bureau du Conseil privé
[redacted]

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Simmering, William

From: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>
Sent: Monday, November 30, 2020 2:51 PM
To: McLaren, Steven; Chretien, Kimberley; Mitchell, Heloise
Subject: RE: Additional Guidance - Motion to Provide Documents to the Standing Committee on Health

Yes…thanks. I have been meaning to do the same.
Brian

From: McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>
Sent: Monday, November 30, 2020 2:39 PM
To: Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>
Subject: FW: Additional Guidance - Motion to Provide Documents to the Standing Committee on Health

Thought you should see this. I was hoping that a lot of the documents we have wouldn't be relevant to the request, given that they deal with communications around things like testing, procurement and vaccines, not the specific plans and details. Given this interpretation, perhaps our deck to the ad hock committee itself (and all the emails related to it) would be captured.

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Monday, November 30, 2020 1:58 PM
To: McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>
Cc: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: RE: Additional Guidance - Motion to Provide Documents to the Standing Committee on Health

Hi Steve. The documents should relate to the specific elements identified in the motion.
In your example below "deck on communications regarding purchasing PPE or COVID testing products" may be relevant. If in doubt, it should be included.
I am cc'ing our lead in L&HP, Tamara Jeffrey in case she has a different interpretation.
RR

s.16(2)

From: McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>
Sent: 30 novembre 2020 13:38
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: RE: Additional Guidance - Motion to Provide Documents to the Standing Committee on Health

Hi Raymond, I have a question about the retrieval (which will determine how much time I will need for this). The way I read this request, communications products wouldn't be applicable if they don't include specifics regarding the information being requested.

For example, if a Health Canada deck on communications regarding the purchasing of PPE or COVID testing products has no actual details on plans or purchasing, or a communications strategy on vaccines does not include specifics on the distribution of the prioritizing of population groups, is it still relevant? In other words, if a document focuses on the overall communications issues related to vaccines, but doesn't actually have any specific information on what the

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vaccination distribution plan will be, should it be included? I note that communications is not specifically mentioned anywhere in the criteria below.

(w) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19, since March 19, 2020;

(x) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Prime Minister's Office, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada concerning plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields, since March 19, 2020;

(y) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the COVID-19 Vaccine Task Force and its subcommittees;

(z) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the Government of Canada's COVID-19 vaccine distribution and monitoring strategy, including, but not limited to anticipated timelines for the distribution of an approved COVID-19 vaccine across Canada and the prioritization of population groups for vaccination;

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Monday, November 30, 2020 1:09 PM
To: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>
Subject: Additional Guidance - Motion to Provide Documents to the Standing Committee on Health

Colleagues,
We have received a few questions on the Motion. Below are some clarifications for your information:

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The end date for the collection of documents would be the date the motion was adopted by the House. Record should be collected for the timeframe up to and including October 26, 2020.

Please note that you may exclude documents that are in the public domain. As such, stand-alone products, such as press releases, can be excluded. However, should the document be contained in an email that is relevant to the motion, it should be collected and transferred.

All emails sent or received by executives should be included in the collection process. While only final documents housed in systems, other than Outlook, should be collected, the guidance stipulates that all emails to and from executives should all be collected. This would include any attachments, whether or not they are drafts or relevant to the motion.

By way of explanation, in order for the deduplication function to work in Ringtail, the integrity of documents must be maintained. By removing or excluding attachments the parent/child relationship of the record would be severed. The PCO guidance requests that all documents pertaining to the motion, and in your care, be collected and transferred to DOJ. What ultimately forms part of the package released is yet to be determined.

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Simmering, William

s.16(2)

From: Jeffrey, Tamara
Sent: Monday, November 30, 2020 5:30 PM
To: McLaren, Steven; Rivet, Raymond
Subject: RE: Additional Guidance - Motion to Provide Documents to the Standing Committee on Health

Good evening Steven,

Subject matter experts will be responsible for reviewing and highlighting sensitive information in the retrieved records and will be assisted by ATIP. LHP has requested the names of these individuals within each branch to enable access to the software and training (delivered by DoJ).

Hope this helps.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

From: McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>
Sent: Monday, November 30, 2020 5:21 PM
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Cc: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: RE: Additional Guidance - Motion to Provide Documents to the Standing Committee on Health

Offhand, I would say roughly about 500-700 pages. However, at least 80% of that is drafts of a deck attached to emails related to a presentation to the Ad Hoc COVID-19 Committee, which is a Cabinet committee. It is my understanding that all Cabinet documents are to be included, other than minutes of discussion (I think the link to the motion itself is tenuous, as it relates to communications considerations regarding vaccine, testing, etc., not to the actual plans, distribution and prioritization itself, but based on the email below I'm in the midst of retrieving all associated documents). If this one Cabinet deck was taken out of my search, we'd probably be down to 50 pages or so (mostly Cabinet decks from Health).

One other question: if I'm not to sever or exempt anything, is it up to the people processing this request to recognize a Cabinet deck is in the retrieval, or am I supposed to do something specific to flag it?

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Monday, November 30, 2020 2:58 PM
To: McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>
Cc: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: RE: Additional Guidance - Motion to Provide Documents to the Standing Committee on Health

Thanks Steve. In terms of the estimate, it would be most helpful to have the estimated number of pages.

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From: McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>
Sent: 30 novembre 2020 14:54
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Cc: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: RE: Additional Guidance - Motion to Provide Documents to the Standing Committee on Health

I'll do my best. I was hoping to do it this weekend, but that was before I ended up working all weekend on a project for Ken and Isabelle…

I should have a better idea tomorrow. I thought I was only going to have a couple of documents, but based on the interpretation below it's more like a few dozen.

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Monday, November 30, 2020 2:52 PM
To: McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>
Cc: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: RE: Additional Guidance - Motion to Provide Documents to the Standing Committee on Health

Thanks Steve. That's correct. No severing.
It would be great if you could compress that timeframe as much as possible. It would be helpful if you could also provide an estimate of the number of pages to be provided (I know it's not much time but an estimate today would be very helpful).
RR

s.16(2)

From: McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>
Sent: 30 novembre 2020 14:41
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Cc: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: RE: Additional Guidance - Motion to Provide Documents to the Standing Committee on Health

OK, thanks Raymond. Based on your comments, I'm going to need about a week on this, I think, particularly if every email director level or higher is involved.

Just to confirm, we don't do any severing or redactions ourselves, right?

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Monday, November 30, 2020 1:58 PM
To: McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>
Cc: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: RE: Additional Guidance - Motion to Provide Documents to the Standing Committee on Health

Hi Steve. The documents should relate to the specific elements identified in the motion.
In your example below "deck on communications regarding purchasing PPE or COVID testing products" may be relevant. If in doubt, it should be included.
I am cc'ing our lead in L&HP, Tamara Jeffrey in case she has a different interpretation.
RR

From: McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>
Sent: 30 novembre 2020 13:38

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: RE: Additional Guidance - Motion to Provide Documents to the Standing Committee on Health

Hi Raymond, I have a question about the retrieval (which will determine how much time I will need for this). The way I read this request, communications products wouldn't be applicable if they don't include specifics regarding the information being requested.

For example, if a Health Canada deck on communications regarding the purchasing of PPE or COVID testing products has no actual details on plans or purchasing, or a communications strategy on vaccines does not include specifics on the distribution of the prioritizing of population groups, is it still relevant? In other words, if a document focuses on the overall communications issues related to vaccines, but doesn't actually have any specific information on what the vaccination distribution plan will be, should it be included? I note that communications is not specifically mentioned anywhere in the criteria below.

> (w) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19, since March 19, 2020;
>
> (x) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Prime Minister's Office, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada concerning plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields, since March 19, 2020;
>
> (y) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the COVID-19 Vaccine Task Force and its subcommittees;
>
> (z) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the Government of Canada's COVID-19 vaccine distribution and monitoring strategy, including, but not limited to anticipated timelines for the distribution of an approved COVID-19 vaccine across Canada and the prioritization of population groups for vaccination;

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Monday, November 30, 2020 1:09 PM
To: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste

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<Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>
Subject: Additional Guidance - Motion to Provide Documents to the Standing Committee on Health

Colleagues,
We have received a few questions on the Motion. Below are some clarifications for your information:

The end date for the collection of documents would be the date the motion was adopted by the House. Record should be collected for the timeframe up to and including October 26, 2020.

Please note that you may exclude documents that are in the public domain. As such, stand-alone products, such as press releases, can be excluded. However, should the document be contained in an email that is relevant to the motion, it should be collected and transferred.

All emails sent or received by executives should be included in the collection process. While only final documents housed in systems, other than Outlook, should be collected, the guidance stipulates that all emails to and from executives should all be collected. This would include any attachments, whether or not they are drafts or relevant to the motion.

By way of explanation, in order for the deduplication function to work in Ringtail, the integrity of documents must be maintained. By removing or excluding attachments the parent/child relationship of the record would be severed. The PCO guidance requests that all documents pertaining to the motion, and in your care, be collected and transferred to DOJ. What ultimately forms part of the package released is yet to be determined.

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Simmering, William

From: Wong-Fortin, Bonny
Sent: Monday, November 30, 2020 4:09 PM
To: Blanchard, Dominique
Cc: Babad, Luke; Shi, Anke
Subject: RE: Page count is significantly higher than our last forecast - RE: Tasking – October 26 House Motion - COVID / Motion de la Chambre du 26 octobre - COVID

Just spoke with Jean. We have, by far, the highest estimates in PCO, with others coming in significantly lower. Our numbers are comparable to Health/PHAC. I let him know that I was to follow-up with you before officially submitting. He will raise with Maia.

On a related note, Jean indicated that while the Ringtail software is exclusively in Justice, PCO is currently testing its own version, potentially allowing PCO to be compatible. This would remove the need for anyone to go to have to physically go to Justice, enabling our own internal upload of these materials.

In terms of next steps, Jean noted that unclassified documents are due to be submitted by Dec 7, untranslated. Following that, they will be prioritizing how classified documents will be submitted, not to assume that it will need to be all at once (could be after the holidays).

From: Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>
Sent: Monday, November 30, 2020 1:27 PM
To: Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>
Cc: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>; Shi, Anke <Anke.Shi@pco-bcp.gc.ca>
Subject: Re: Page count is significantly higher than our last forecast - RE: Tasking – October 26 House Motion - COVID / Motion de la Chambre du 26 octobre - COVID

Can you talk to Jean to get a sense of where others are coming in?

Sent from my iPhone

> On Nov 30, 2020, at 9:25 AM, Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca> wrote:
>
> For your approval, we have roughly **1.8 million pages** to provide.
>
> Note our last estimate had been roughly 7,500 pages – the major discrepancy is that we had been under the impression analysts did not have to submit e-mails but L&HP clarified this for us last week. E-mails count for 99.78% of the submission.
>
> Methodology for estimating number of pages:
>
> - Word documents – Tallied the number of pages directly
> - Powerpoints – Tallied the number of slides directly
> - PDFs and Outlook files – took a sample of kilobytes per page, obtained an average, tallied the file sizes and obtained an estimated number of pages

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- With respect to the estimated number of pages without scoping, the major differences are twofold:
    - Draft documents – on average we have three draft documents for each final one. This is because our daily reports go through several iterations: a version each night, a revised in the morning, and then a final copy
    - Additional emails – if analysts were to include every relevant e-mail (as opposed to those only sent/received by director-level and above), we would have roughly three times the number of e-mails. (I audited several of my e-mail folders and found this to be the case).

To note, the vast majority of e-mails will be duplicates – and will have duplicate attachments. When eliminating duplicates in Ringtail during the next phase of the scoping, we could have as few as 250,000 pages total.

	Without Scoping / Sans delimitations	**With Scoping from November 13th guidance issued by PCO / Avec les directives de cadrage envoyées le 13 nov par le BCP**
Number of Pages / Nombre de pages	5,490,152	1,830,051

In terms of next steps, once you approve, I will submit to Jean as per his request below. On the separate email track, it looks like our team (including Chad and Saskia) may have everything wrapped up by Thursday. With last week's 7-day extension, we're on track with having everything submitted before it's due on Dec 7.

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Friday, November 27, 2020 4:19 PM
To: Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Shannon, Tara <Tara.Shannon@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Baird, Louise <Louise.Baird@pco-bcp.gc.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Roussy, Daniel <Daniel.Roussy@pco-bcp.gc.ca>; van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; Merissa, Rahel <Rahel.Merissa@pco-bcp.gc.ca>; Bisson, Melissa <Melissa.Bisson@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Muir, Alexandra <Alexandra.Muir@pco-bcp.gc.ca>; Malone, Lorna <Lorna.Malone@pco-bcp.gc.ca>; Champoux, Elizabeth <Elizabeth.Champoux@pco-bcp.gc.ca>; Adler, Jeremy <Jeremy.Adler@pco-bcp.gc.ca>; Harty, Siobhan <Siobhan.Harty@pco-bcp.gc.ca>; Brunelle-Côté, Antoine <Antoine.Brunelle-Cote@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Perreault, Claudie <Claudie.Perreault@pco-bcp.gc.ca>; Bowles, Louise <Louise.Bowles@pco-bcp.gc.ca>; Fung, Jennifer <Jennifer.Fung@pco-bcp.gc.ca>; Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>
Cc: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>
Subject: Tasking – October 26 House Motion - COVID / Motion de la Chambre du 26 octobre - COVID

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Good afternoon, departments involved in this production order have received the following tasking. We ask that each PCO branch also provide an updated number of pages of responsive records as per instructions and template below, for each branch.
Thank you.

PCO is requesting that departments involved provide an update for the number of pages of responsive records that each department or portfolio would have in response to the October 26 motion, and that the information be presented in two categories. The first, with a broad interpretation of the terms of the motion and no scoping applied and the second, with the scoping guidance issued on November 13, 2020 by PCO.

As these figures may be used in public communication, please ensure they are as accurate as possible.

A completed table (see template below) is required by noon on Monday, November 30, 2020.

Thank you

Le BCP demande à ce que chaque ministère impliqué de mette à jour le nombre de pages de documents pertinents en réponse à la motion du 26 octobre, et que l'information soit quantifiée selon deux catégories. La première, basée sur une interprétation large des termes de la motion sans aucune délimitation et la seconde, avec les directives de cadrage envoyées le 13 novembre 2020 par le BCP.

Étant donné que ces chiffres pourraient être utilisés dans le cadre de communications publiques, veuillez-vous assurer qu'ils soient aussi précis que possible.

Veuillez compléter le tableau suivant d'ici midi le lundi 30 novembre 2020.

Name of Department / Nom du ministère:
_____

	Without Scoping / Sans delimitations	**With Scoping from November 13th guidance issued by PCO / Avec les directives de cadrage envoyées le 13 nov par le BCP**
Number of Pages / Nombre de pages		

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Simmering, William

From: Patterson, Adine
Sent: Tuesday, December 1, 2020 10:10 AM
To: Rivet, Raymond
Cc: Martel, Camille; Fennell, Melissa; Butara, Frank
Subject: FW: Motion regarding COVID-19 response - key messages

And this one

Adine Patterson

Senior Analyst, Strategic Communications
Privy Council Office / Government of Canada
adine.patterson@pco.gc.ca / Tel: [redacted] s.16(2)

Analyste principale,Communications stratégiques
Bureau du Conseil privé / Gouvernement du Canada
adine.patterson@bcp.gc.ca / tél: [redacted]

From: Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>
Sent: October 28, 2020 10:52 AM
To: Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>; Roberts, Mary <Mary.Roberts@pco-bcp.gc.ca>; Thompson, Rebecca <Rebecca.Thompson@pco-bcp.gc.ca>
Cc: Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Subject: RE: Motion regarding COVID-19 response - key messages

We drafted the messages; looks good to us. However, as mentioned by Paul, the messages may need to be updated/reconciled with legal advice.

Thanks,
Barbara

From: Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>
Sent: October 28, 2020 10:49 AM
To: Roberts, Mary <Mary.Roberts@pco-bcp.gc.ca>; Thompson, Rebecca <Rebecca.Thompson@pco-bcp.gc.ca>
Cc: Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Subject: Motion regarding COVID-19 response - key messages
Importance: High

Hello Mary and Rebecca,

Below are proposed key messages to help address the recent parliamentary motion to investigate the Government of Canada's COVID-19 pandemic response. Here is a related story for context and industry concerns: https://www.cbc.ca/news/politics/health-committee-investigation-vote-1.5776733

If you could please review the proposed language below and advise of any comments or concerns, as soon as possible, it will be greatly appreciated.

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We understand that current and prospective contractors and regulated parties may have concerns about the recently adopted parliamentary motion and its implications for information held by the Government of Canada.

The Government carefully and diligently manages proprietary and confidential business information, and is guided by the Access to Information Act and the agreed upon terms and conditions of specific contracts.

We take this responsibility very seriously, and we will work closely with all implicated parties to ensure that information continues to be protected as per our legal and contractual obligations. In particular, information provided to Parliament will respect non-disclosure agreements that the Government has entered into with its suppliers.

Thanks

Adine

Adine Patterson

s.16(2)

Senior Analyst, Strategic Communications
Privy Council Office / Government of Canada
adine.patterson@pco.gc.ca / Tel: [redacted]

Analyste principale,Communications stratégiques
Bureau du Conseil privé / Gouvernement du Canada
adine.patterson@bcp.gc.ca / tél: [redacted]

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Simmering, William

From: Rivet, Raymond
Sent: Tuesday, December 1, 2020 1:24 PM
To: Fennell, Melissa; Patterson, Adine; Martel, Camille
Cc: Butara, Frank
Subject: FW: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents
Attachments: Preservation Protocol - Local and Shared Drives - Custodian (EN).docx; Preservation Protocol - Outlook - Custodian (EN).docx; Template for password protected documents.docx

Attachments are duplicates

Follow Up Flag: Follow up
Flag Status: Flagged

Resending the attached instructions (preservation protocols) for our 1:30 call.

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: 25 novembre 2020 13:59
To: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Good Afternoon,

This is a follow up to this morning's tasking for records in response to the October 26, 2020 House of Commons Motion to Provide Documents to the Standing Committee on Health (Covid-19 Pandemic).
I will be the point of contact for Communications and Consultations and for the COVID-19 Communications Hub. Please share this request with members of your team as appropriate. If you have a nil response, please advise us as well.

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The attached guidance documents were provided to departments by Justice Canada. They contain instructions for saving relevant documents to four (4) folders that have been created on PCO's network drive S:\ to store Outlook data files (emails and attachments) and Local Drive and Shared Drive documents. The four folders are the following:

i. Outlook– Protected B, Protected A and Unclassified
ii. Outlook – Secret
iii. Documents– Protected B, Protected A and Unclassified
iv. Documents – Secret

We are now asking PCO branches to collect relevant records, in accordance with these guidelines, in preparation for uploading into Ringtail. Background on Ringtail appears below (for info only) but the Ringtail step will be handled by PCO IT.

Every individual who has relevant documents is asked to create a subfolder within each of the four (4) folders above, as required. Each subfolder must be named as follows: **Last Name, First Name**.

Individuals who have identified documents relevant to the Motion must read the attached protocols for preserving the documents:

i. Preservation Protocols for Custodians - Microsoft Outlook
ii. Preservation Protocol for Custodians – Local and Shared Drive on a Network

Please note the following exceptions to the Justice Canada guidance:

Preservation Protocol – Local and Shared Drives (documents on):
Point 2 indicates: You will receive an email from the Motion Coordinator in which you will be provided with the following links – There is no link provided. The folders are accessible in the usual fashion on the S:\ drive.
Point 4 (Password protected documents) makes reference to providing information to the departmental IT official. For PCO, that information is to be saved on the S:\ drive using the attached template.

Preservation Protocol – Outlook:
There are no exceptions for the instructions for saving emails but it is important to go through the steps in Annex II, Creating an Outlook Data File. Creating this file (also know as a .pst file) has a number of steps but it will save time in the end since emails saved to this data file will automatically be transfered to the folder you have created in the S:\ drive.

<u>Background on Ringtail</u>

To compile the Government's response to the motion, an eDiscovery document review platform called Ringtail will be used to store all responsive documents, and to review and redact them. Two databases will be created – one rated for Secret documents, another for Protected B and unclassified documents. These databases will be housed in the Ringtail environments of the Department of Justice.

Ringtail has several analytics functions that will make document review and redaction more efficient and consistent:

- Identical documents can be identified: duplicates can be eliminated from review.
- Chains of emails can be identified and only those emails needed to provide all the content in the email chain need be reviewed.
- Documents are fully indexed and their content can be searched.
- Documents that are conceptually related can be clustered and tasked to the same reviewer.

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- Workflows can direct documents to reviewers in structured assignments; progress on assignments can be monitored; when they have been reviewed, documents can be put into new workflows for quality control assessment.

Upon completion of the transmittal of the PCO holdings the Department of Justice, subject matter experts will be given access to Ringtail to review and highlight sensitive information contained in the Department's records. For the database of Protected B and unclassified documents, subject matter experts will be issued credentials and a Cryptocard to access the database remotely. The Secret database will only be accessible by visiting the Department of Justice offices.

Important: The analytics functions of Ringtail require that we collect documents in their native format: their content and metadata should not be altered.

Please complete the work of collecting records as soon as possible. If you encounter difficulties unencrypting a document, please do not hesitate to contact me by email or phone (613-513-5073).

Finally, please remember, this was not my idea. I'm just trying to help.

Raymond Rivet
Director, Corporate and Strategic Integration
Directeur, Intégration ministérielle et stratégique
Privy Council Office I Bureau du Conseil privé
(613) 513-5073

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File Name	Date	Time	PW

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Simmering, William

From: Rivet, Raymond
Sent: Tuesday, December 1, 2020 10:34 AM
To: Baker, Mary Beth; Bell, Stephanie; Blanchard, Chanel; Chew, Jennifer; Guthrie, Jordan; Labelle, Nadine; Laghi, Brian; Leboeuf, Gabriel; Maher, Brenna; Mitchell, Heloise; Mondou, Isabelle; Naidoo, Ravendra
Cc: Chretien, Kimberley
Subject: FW: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Good morning. I am following up on the request to provide documents as well as the request for an estimate of the number of pages of documents to be provided.
Thank you in advance. I am available if there are questions on any of this.
RR

s.16(2)

From: Rivet, Raymond
Sent: 30 novembre 2020 12:49
To: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>
Subject: RE: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Good afternoon,
On Friday, we received the following tasking from L&HP. We have been asked to provide an estimate of the number of pages of responsive records for Comms and the COVID Comms hub as per the instructions and template below. I would appreciate any estimate you can provide at the earliest opportunity today. Thank you.

PCO is requesting that departments involved provide an update for the number of pages of responsive records that each department or portfolio would have in response to the October 26 motion, and that the information

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be presented in two categories. The first, with a broad interpretation of the terms of the motion and no scoping applied and the second, with the scoping guidance issued on November 13, 2020 by PCO.

As these figures may be used in public communication, please ensure they are as accurate as possible.

A completed table (see template below) is required by noon on Monday, November 30, 2020.

Thank you

Le BCP demande à ce que chaque ministère impliqué de mette à jour le nombre de pages de documents pertinents en réponse à la motion du 26 octobre, et que l'information soit quantifiée selon deux catégories. La première, basée sur une interprétation large des termes de la motion sans aucune délimitation et la seconde, avec les directives de cadrage envoyées le 13 novembre 2020 par le BCP.

Étant donné que ces chiffres pourraient être utilisés dans le cadre de communications publiques, veuillez-vous assurer qu'ils soient aussi précis que possible.

Veuillez compléter le tableau suivant d'ici midi le lundi 30 novembre 2020.

Name of Department / Nom du ministère:
_____

	Without Scoping / Sans delimitations	**With Scoping from November 13th guidance issued by PCO / Avec les directives de cadrage envoyées le 13 nov par le BCP**
Number of Pages / Nombre de pages		

From: Rivet, Raymond
Sent: 25 novembre 2020 13:59
To: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine

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<Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Good Afternoon,

This is a follow up to this morning's tasking for records in response to the October 26, 2020 House of Commons Motion to Provide Documents to the Standing Committee on Health (Covid-19 Pandemic).
I will be the point of contact for Communications and Consultations and for the COVID-19 Communications Hub. Please share this request with members of your team as appropriate. If you have a nil response, please advise us as well.

The attached guidance documents were provided to departments by Justice Canada. They contain instructions for saving relevant documents to four (4) folders that have been created on PCO's network drive S:\ to store Outlook data files (emails and attachments) and Local Drive and Shared Drive documents. The four folders are the following:

i. Outlook– Protected B, Protected A and Unclassified
ii. Outlook – Secret
iii. Documents– Protected B, Protected A and Unclassified
iv. Documents – Secret

We are now asking PCO branches to collect relevant records, in accordance with these guidelines, in preparation for uploading into Ringtail. Background on Ringtail appears below (for info only) but the Ringtail step will be handled by PCO IT.

Every individual who has relevant documents is asked to create a subfolder within each of the four (4) folders above, as required. Each subfolder must be named as follows: **Last Name, First Name**.

Individuals who have identified documents relevant to the Motion must read the attached protocols for preserving the documents:

i. Preservation Protocols for Custodians - Microsoft Outlook
ii. Preservation Protocol for Custodians – Local and Shared Drive on a Network

Please note the following exceptions to the Justice Canada guidance:

Preservation Protocol – Local and Shared Drives (documents on):
Point 2 indicates: You will receive an email from the Motion Coordinator in which you will be provided with the following links – There is no link provided. The folders are accessible in the usual fashion on the S:\ drive.
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Finally, please remember, this was not my idea. I'm just trying to help.

Raymond Rivet
Director, Corporate and Strategic Integration
Directeur, Intégration ministérielle et stratégique
Privy Council Office I Bureau du Conseil privé

Pages 469 to / à 470

are not relevant

sont non pertinentes

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Simmering, William

From: Jeffrey, Tamara
Sent: Tuesday, December 1, 2020 9:08 AM
To: Rivet, Raymond
Subject: RE: Additional Guidance - Motion to Provide Documents to the Standing Committee on Health

Bonjour Raymond,

Avec plaisir, j'ai du temps entre 11 :30 et 12 :30 et ensuite de 1 :30 a 3 :00 si il y a du temps qui te convient.

Merci.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Tuesday, December 1, 2020 8:23 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: FW: Additional Guidance - Motion to Provide Documents to the Standing Committee on Health

Hi Tamara. I'd like to touch base this morning. I'm getting other questions on this and I have a couple of questions to clarify. Thanks in advance.
RR
[redacted]

From: Rivet, Raymond
Sent: 30 novembre 2020 15:19
To: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Cc: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: RE: Additional Guidance - Motion to Provide Documents to the Standing Committee on Health

Thanks Guylaine.
I was under the impression that the .pst file was in Outlook and that this automatically transferred the emails to the S:\ drive folder that you create for Ken.
Adding Tamara for advice.
RR

From: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Sent: 30 novembre 2020 14:08
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: RE: Additional Guidance - Motion to Provide Documents to the Standing Committee on Health

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Everything is under the .pst file on the S drive. I did not create any folder.

S:\Outlook-Protected_B-Protected_A-Unclassified\MacKillop_Ken_20201130

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Monday, November 30, 2020 2:02 PM
To: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Subject: RE: Additional Guidance - Motion to Provide Documents to the Standing Committee on Health

Thanks. Did you also create folders on the S:\ drive. I don't see them.

From: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Sent: 30 novembre 2020 13:39
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>
Cc: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Subject: RE: Additional Guidance - Motion to Provide Documents to the Standing Committee on Health

Bonjour Raymond,

I have created the .pst folder under the 'Outlook– Protected B, Protected A and Unclassified' for Ken and copied all of his emails into the folder.

Merci!

Guylaine

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Monday, November 30, 2020 1:09 PM
To: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>
Subject: Additional Guidance - Motion to Provide Documents to the Standing Committee on Health

Colleagues,

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

We have received a few questions on the Motion. Below are some clarifications for your information:

The end date for the collection of documents would be the date the motion was adopted by the House. Record should be collected for the timeframe up to and including October 26, 2020.

Please note that you may exclude documents that are in the public domain. As such, stand-alone products, such as press releases, can be excluded. However, should the document be contained in an email that is relevant to the motion, it should be collected and transferred.

All emails sent or received by executives should be included in the collection process. While only final documents housed in systems, other than Outlook, should be collected, the guidance stipulates that all emails to and from executives should all be collected. This would include any attachments, whether or not they are drafts or relevant to the motion.

By way of explanation, in order for the deduplication function to work in Ringtail, the integrity of documents must be maintained. By removing or excluding attachments the parent/child relationship of the record would be severed. The PCO guidance requests that all documents pertaining to the motion, and in your care, be collected and transferred to DOJ. What ultimately forms part of the package released is yet to be determined.

From: Rivet, Raymond
Sent: 30 novembre 2020 12:49
To: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
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As these figures may be used in public communication, please ensure they are as accurate as possible.

A completed table (see template below) is required by noon on Monday, November 30, 2020.

Thank you

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Veuillez compléter le tableau suivant d'ici midi le lundi 30 novembre 2020.

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From: Rivet, Raymond
Sent: 25 novembre 2020 13:59
To: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer

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<Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Good Afternoon,

This is a follow up to this morning's tasking for records in response to the October 26, 2020 House of Commons Motion to Provide Documents to the Standing Committee on Health (Covid-19 Pandemic).
I will be the point of contact for Communications and Consultations and for the COVID-19 Communications Hub. Please share this request with members of your team as appropriate. If you have a nil response, please advise us as well.

The attached guidance documents were provided to departments by Justice Canada. They contain instructions for saving relevant documents to four (4) folders that have been created on PCO's network drive S:\ to store Outlook data files (emails and attachments) and Local Drive and Shared Drive documents. The four folders are the following:

i. Outlook– Protected B, Protected A and Unclassified
ii. Outlook – Secret
iii. Documents– Protected B, Protected A and Unclassified
iv. Documents – Secret

We are now asking PCO branches to collect relevant records, in accordance with these guidelines, in preparation for uploading into Ringtail. Background on Ringtail appears below (for info only) but the Ringtail step will be handled by PCO IT.

Every individual who has relevant documents is asked to create a subfolder within each of the four (4) folders above, as required. Each subfolder must be named as follows: **Last Name, First Name**.

Individuals who have identified documents relevant to the Motion must read the attached protocols for preserving the documents:

i. Preservation Protocols for Custodians - Microsoft Outlook
ii. Preservation Protocol for Custodians – Local and Shared Drive on a Network

Please note the following exceptions to the Justice Canada guidance:

Preservation Protocol – Local and Shared Drives (documents on):
Point 2 indicates: You will receive an email from the Motion Coordinator in which you will be provided with the following links – There is no link provided. The folders are accessible in the usual fashion on the S:\ drive.
Point 4 (Password protected documents) makes reference to providing information to the departmental IT official. For PCO, that information is to be saved on the S:\ drive using the attached template.

Preservation Protocol – Outlook:
There are no exceptions for the instructions for saving emails but it is important to go through the steps in Annex II, Creating an Outlook Data File. Creating this file (also know as a .pst file) has a number of steps but it

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will save time in the end since emails saved to this data file will automatically be transfered to the folder you have created in the S:\ drive.

Background on Ringtail

To compile the Government's response to the motion, an eDiscovery document review platform called Ringtail will be used to store all responsive documents, and to review and redact them. Two databases will be created – one rated for Secret documents, another for Protected B and unclassified documents. These databases will be housed in the Ringtail environments of the Department of Justice.

Ringtail has several analytics functions that will make document review and redaction more efficient and consistent:

- Identical documents can be identified: duplicates can be eliminated from review.
- Chains of emails can be identified and only those emails needed to provide all the content in the email chain need be reviewed.
- Documents are fully indexed and their content can be searched.
- Documents that are conceptually related can be clustered and tasked to the same reviewer.
- Workflows can direct documents to reviewers in structured assignments; progress on assignments can be monitored; when they have been reviewed, documents can be put into new workflows for quality control assessment.

Upon completion of the transmittal of the PCO holdings the Department of Justice, subject matter experts will be given access to Ringtail to review and highlight sensitive information contained in the Department's records. For the database of Protected B and unclassified documents, subject matter experts will be issued credentials and a Cryptocard to access the database remotely. The Secret database will only be accessible by visiting the Department of Justice offices.

Important: The analytics functions of Ringtail require that we collect documents in their native format: their content and metadata should not be altered.

Please complete the work of collecting records as soon as possible. If you encounter difficulties unencrypting a document, please do not hesitate to contact me by email or phone ( ). s.16(2)

Finally, please remember, this was not my idea. I'm just trying to help.

Raymond Rivet
Director, Corporate and Strategic Integration
Directeur, Intégration ministérielle et stratégique
Privy Council Office I Bureau du Conseil privé

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Simmering, William

From: Rivet, Raymond
Sent: Tuesday, December 1, 2020 10:10 AM
To: Hamel, Guylaine
Cc: CommsATIP / CommsAIPRP (PCO/BCP); Dhillon, Sherry
Subject: RE: Additional Guidance - Motion to Provide Documents to the Standing Committee on Health

Super helpful. Thanks Guylaine.

From: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Sent: 1 décembre 2020 10:09
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Cc: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Subject: RE: Additional Guidance - Motion to Provide Documents to the Standing Committee on Health

Bonjour Raymond,

I submitted 229 emails for approximately 3,900 pages.

Merci!

Guylaine

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca390>
Sent: Monday, November 30, 2020 1:09 PM
To: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>
Subject: Additional Guidance - Motion to Provide Documents to the Standing Committee on Health

Colleagues,

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

We have received a few questions on the Motion. Below are some clarifications for your information:

The end date for the collection of documents would be the date the motion was adopted by the House. Record should be collected for the timeframe up to and including October 26, 2020.

Please note that you may exclude documents that are in the public domain. As such, stand-alone products, such as press releases, can be excluded. However, should the document be contained in an email that is relevant to the motion, it should be collected and transferred.

All emails sent or received by executives should be included in the collection process. While only final documents housed in systems, other than Outlook, should be collected, the guidance stipulates that all emails to and from executives should all be collected. This would include any attachments, whether or not they are drafts or relevant to the motion.

By way of explanation, in order for the deduplication function to work in Ringtail, the integrity of documents must be maintained. By removing or excluding attachments the parent/child relationship of the record would be severed. The PCO guidance requests that all documents pertaining to the motion, and in your care, be collected and transferred to DOJ. What ultimately forms part of the package released is yet to be determined.

From: Rivet, Raymond
Sent: 30 novembre 2020 12:49
To: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>
Subject: RE: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Good afternoon,
On Friday, we received the following tasking from L&HP. We have been asked to provide an estimate of the number of pages of responsive records for Comms and the COVID Comms hub as per the instructions and template below. I would appreciate any estimate you can provide at the earliest opportunity today. Thank you.

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PCO is requesting that departments involved provide an update for the number of pages of responsive records that each department or portfolio would have in response to the October 26 motion, and that the information be presented in two categories. The first, with a broad interpretation of the terms of the motion and no scoping applied and the second, with the scoping guidance issued on November 13, 2020 by PCO.

As these figures may be used in public communication, please ensure they are as accurate as possible.

A completed table (see template below) is required by noon on Monday, November 30, 2020.

Thank you

Le BCP demande à ce que chaque ministère impliqué de mette à jour le nombre de pages de documents pertinents en réponse à la motion du 26 octobre, et que l'information soit quantifiée selon deux catégories. La première, basée sur une interprétation large des termes de la motion sans aucune délimitation et la seconde, avec les directives de cadrage envoyées le 13 novembre 2020 par le BCP.

Étant donné que ces chiffres pourraient être utilisés dans le cadre de communications publiques, veuillez-vous assurer qu'ils soient aussi précis que possible.

Veuillez compléter le tableau suivant d'ici midi le lundi 30 novembre 2020.

Name of Department / Nom du ministère:
_____

	Without Scoping / Sans delimitations	**With Scoping from November 13th guidance issued by PCO / Avec les directives de cadrage envoyées le 13 nov par le BCP**
Number of Pages / Nombre de pages		

From: Rivet, Raymond
Sent: 25 novembre 2020 13:59
To: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer

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Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Good Afternoon,

This is a follow up to this morning's tasking for records in response to the October 26, 2020 House of Commons Motion to Provide Documents to the Standing Committee on Health (Covid-19 Pandemic).
I will be the point of contact for Communications and Consultations and for the COVID-19 Communications Hub. Please share this request with members of your team as appropriate. If you have a nil response, please advise us as well.

The attached guidance documents were provided to departments by Justice Canada. They contain instructions for saving relevant documents to four (4) folders that have been created on PCO's network drive S:\ to store Outlook data files (emails and attachments) and Local Drive and Shared Drive documents. The four folders are the following:

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We are now asking PCO branches to collect relevant records, in accordance with these guidelines, in preparation for uploading into Ringtail. Background on Ringtail appears below (for info only) but the Ringtail step will be handled by PCO IT.

Every individual who has relevant documents is asked to create a subfolder within each of the four (4) folders above, as required. Each subfolder must be named as follows: **Last Name, First Name**.

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Please note the following exceptions to the Justice Canada guidance:

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There are no exceptions for the instructions for saving emails but it is important to go through the steps in Annex II, Creating an Outlook Data File. Creating this file (also know as a .pst file) has a number of steps but it

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Important: The analytics functions of Ringtail require that we collect documents in their native format: their content and metadata should not be altered.

Please complete the work of collecting records as soon as possible. If you encounter difficulties unencrypting a document, please do not hesitate to contact me by email or phone ( ).

s.16(2)

Finally, please remember, this was not my idea. I'm just trying to help.

Raymond Rivet
Director, Corporate and Strategic Integration
Directeur, Intégration ministérielle et stratégique
Privy Council Office I Bureau du Conseil privé

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Simmering, William

From: Jones, Murray
Sent: Tuesday, December 1, 2020 10:08 AM
To: Rivet, Raymond; Dhillon, Sherry
Cc: CommsATIP / CommsAIPRP (PCO/BCP)
Subject: RE: REQUEST FOR CLARIFICATION - HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic

That's so much better. In that case, I don't think I'll have too terribly much, but I'll pull any exchanges I have related to those topics.

If I were to guestimate, maybe 50 to 100 emails.

Murray Jones
Privy Council Office / Bureau du Conseil privé
[redacted]
murray.jones@pco-bcp.gc.ca

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: December 1, 2020 9:32 AM
To: Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Cc: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>
Subject: RE: REQUEST FOR CLARIFICATION - HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic

Hi Murray. No, it's not any email related to the pandemic response. It has to be related to the elements in the committee motion. (I've highlighted the key elements below) **s.16(2)**
Happy to chat.
RR
[redacted]

Text of the motion (parts related to the production of documents):

(u) an order of the House do issue for all memoranda, emails, documents, notes or other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Safety and Emergency Preparedness, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning options, plans and preparations for the GPHIN since January 1, 2018;

(v) an order of the House do issue for a record of all communications between the government and the WHO in respect of options, plans or preparations for any future operation, or absence thereof, of the GPHIN, since January 1, 2018;

(w) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19, since March 19, 2020;

(x) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Prime Minister's Office, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada concerning plans,

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preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields, since March 19, 2020;

(y) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the COVID-19 Vaccine Task Force and its subcommittees;

(z) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the Government of Canada's COVID-19 vaccine distribution and monitoring strategy, including, but not limited to anticipated timelines for the distribution of an approved COVID-19 vaccine across Canada and the prioritization of population groups for vaccination;

(aa) minutes of meetings of the cabinet and its committees be excluded from this order and all documents issued pursuant to this order (i) be organized by department and be provided to the Office of the Law Clerk and Parliamentary Counsel as soon as is practicable in light of the pandemic, but, in any event, not later than November 30, 2020, and, if this is not possible, the Clerk of the Privy Council may request an extension of no more than seven days, by writing a letter to the committee, (ii) be vetted for matters of personal privacy information and national security, and, with respect to paragraph (y) only, be additionally vetted for information the disclosure of which could reasonably be expected to interfere with contractual or other negotiations between the Government of Canada and a third party, by the Law Clerk and Parliamentary Counsel within seven days of the receipt of the documents, (iii) be laid upon the table by the Speaker, at the next earliest opportunity, once vetted, and permanently referred to the Standing Committee on Health; and

(bb) within seven days after all documents have been tabled pursuant to paragraph (aa), the Minister of Health, the Minister of Public Services and Procurement, the Minister of Public Safety and Emergency Preparedness, and the Minister of Innovation, Science and Industry be ordered to appear separately as witnesses before the Standing Committee on Health, for at least three hours each.

From: Jones, Murray <Murray.Jones@pco-bcp.gc.ca>
Sent: 1 décembre 2020 09:27
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Cc: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>
Subject: RE: REQUEST FOR CLARIFICATION - HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic

Morning Ray and Sherry,

I want to confirm my understanding. I am to provide any email related to the pandemic response I've ever sent. Is that correct?

If this is correct, is there any way to narrow the scope down? It is going to take me hours and hours to produce because it's essentially my entire outbox from February until now and I'll have to go through and remove the unrelated emails.

Murray Jones
Privy Council Office / Bureau du Conseil privé
[redacted]
murray.jones@pco-bcp.gc.ca

s.16(2)

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: November 30, 2020 3:27 PM
To: Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Cc: Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>

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Subject: RE: REQUEST FOR CLARIFICATION - HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic

Thanks Josh. That seems consistent with the motion and the direction below provided by L&HP below.

From: Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>
Sent: 30 novembre 2020 15:16
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Cc: Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>
Subject: RE: REQUEST FOR CLARIFICATION - HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic

Hi Ray,

After further review and internal discussion, as we are not to include emails regarding outward facing communications products, our interpretation of the request means that the only items PMVC would be responsible for sharing would be emails to and from Murray in regards to the pandemic.

Is this also how you interpret the request?

Thank you,

Josh

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Monday, November 30, 2020 11:27 AM
To: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>
Cc: Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>
Subject: FW: REQUEST FOR CLARIFICATION - HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic

Good morning. Please see below the guidance from L&HP. Tamara Jeffrey is the lead on this request for documents.

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: 30 novembre 2020 10:10
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: RE: REQUEST FOR CLARIFICATION - HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic

Bonjour Raymond,

Apologies for the delay in getting back to you.

LHP would clarify that all emails sent or received by executives should be included in the collection process. While only final documents housed in systems, other than Outlook, should be collected, the guidance stipulates that all emails to and from executives should all be collected. This would include any attachments, whether or not they are drafts or relevant to the motion.

By way of explanation, in order for the deduplication function to work in ringtail, the integrity of documents must be maintained. By removing or excluding attachments the parent/child relationship of the record would be severed. The

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PCO guidance requests that all documents pertaining to the motion, and in your care, be collected and transferred to DOJ. What ultimately forms part of the package released is yet to be determined.

The remainder of your assessment aligns with the guidance issued by PCO.

I hope this helps.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343 **s.16(2)**
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Friday, November 27, 2020 4:17 PM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: FW: REQUEST FOR CLARIFICATION - HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic

Hi Tamara. I'm checking in with you on the interpretation below. I agree with this interpretation but would be interested in your views. Thanks in advance.

From: Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>
Sent: Friday, November 27, 2020 3:12 PM
To: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>
Cc: Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Ghione, André <Andre.Ghione@pco-bcp.gc.ca>; Doggart, Claire <Claire.Doggart@pco-bcp.gc.ca>; Brisson, Geneviève <Genevieve.Brisson@pco-bcp.gc.ca>; Arnaout, Jade <Jade.Arnaout@pco-bcp.gc.ca>; Falanga, Masieta Jim <MasietaJim.Falanga@pco-bcp.gc.ca>; Rodger, Nicolas <Nicolas.Rodger@pco-bcp.gc.ca>
Subject: REQUEST FOR CLARIFICATION - HoC Motion regarding the Collection of documents on the Government's response to the COVID-19 pandemic

Good afternoon Sherry,

Following a conversation with my team, we had some points we are hoping you can clarify regarding the recent House of Commons motion and subsequent tasking.

- Provide final versions of documents only (exclude draft documents, exclude final drafts not submitted to their intended recipient(s))

In our interpretation, these would be news releases, statements, and readouts only once confirmed as final by PMO immediately prior to staging. **Is this interpretation correct?** Yes

- Provide e-mails sent or received by executives (director and above)

The approval process for all PM products always involves e-mails sent or received by executives, whether in the To: or Cc: fields. However, these exchanges are only about draft documents—and in our interpretation would be beyond the scope (per preceding bullet). **Is this interpretation correct?** Yes

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- Exclude documents that are in the public domain, including media reports/summaries

In our interpretation, virtually all of the final versions of documents PM Products would provide—news releases, statements, readouts—are in the public domain and would be beyond the scope. **Is this interpretation correct?** Yes

More guidance on these points would be extremely helpful, as (depending on the correct interpretation) this would make a significant difference in the person hours required to produce the documents.

Thank you and have a great weekend,

Joshua

Joshua Kirkey
Manager, PM Products | Gestionnaire, Produits du PM
PM and Visual Communications | Communications du PM et visuelles
Privy Council Office | Bureau du Conseil privé
s.16(2)

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Simmering, William

From: Rivet, Raymond
Sent: Tuesday, December 1, 2020 10:15 AM
To: MacKillop, Ken; Dhillon, Sherry
Cc: Hamel, Guylaine; Tessier, Jean
Subject: RE: Tasking – October 26 House Motion - COVID / Motion de la Chambre du 26 octobre - COVID

Not yet. I'm just starting to get responses (estimates) now as groups/individuals are beginning to gather their documents. I've indicated to Jean Cintrat that I hope to get him an estimate by day's end.
RR

From: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Sent: 1 décembre 2020 09:45
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Cc: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
Subject: FW: Tasking – October 26 House Motion - COVID / Motion de la Chambre du 26 octobre - COVID

Hi, did we respond with the template filled out?

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: November 30, 2020 12:36 PM
To: Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Shannon, Tara <Tara.Shannon@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Baird, Louise <Louise.Baird@pco-bcp.gc.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Roussy, Daniel <Daniel.Roussy@pco-bcp.gc.ca>; van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; Merissa, Rahel <Rahel.Merissa@pco-bcp.gc.ca>; Bisson, Melissa <Melissa.Bisson@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Muir, Alexandra <Alexandra.Muir@pco-bcp.gc.ca>; Malone, Lorna <Lorna.Malone@pco-bcp.gc.ca>; Champoux, Elizabeth <Elizabeth.Champoux@pco-bcp.gc.ca>; Adler, Jeremy <Jeremy.Adler@pco-bcp.gc.ca>; Harty, Siobhan <Siobhan.Harty@pco-bcp.gc.ca>; Brunelle-Côté, Antoine <Antoine.Brunelle-Cote@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Perreault, Claudie <Claudie.Perreault@pco-bcp.gc.ca>; Bowles, Louise <Louise.Bowles@pco-bcp.gc.ca>; Fung, Jennifer <Jennifer.Fung@pco-bcp.gc.ca>; Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>
Cc: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>
Subject: RE: Tasking – October 26 House Motion - COVID / Motion de la Chambre du 26 octobre - COVID

Friendly reminder.
Merci à ceux et celles qui ont déjà répondu.
Jean

From: Cintrat, Jean
Sent: Friday, November 27, 2020 4:19 PM
To: Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Robinson, Jodi

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<Jodi.Robinson@pco-bcp.gc.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Shannon, Tara <Tara.Shannon@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Baird, Louise <Louise.Baird@pco-bcp.gc.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Roussy, Daniel <Daniel.Roussy@pco-bcp.gc.ca>; van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; Merissa, Rahel <Rahel.Merissa@pco-bcp.gc.ca>; Bisson, Melissa <Melissa.Bisson@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Muir, Alexandra <Alexandra.Muir@pco-bcp.gc.ca>; Malone, Lorna <Lorna.Malone@pco-bcp.gc.ca>; Champoux, Elizabeth <Elizabeth.Champoux@pco-bcp.gc.ca>; Adler, Jeremy <Jeremy.Adler@pco-bcp.gc.ca>; Harty, Siobhan <Siobhan.Harty@pco-bcp.gc.ca>; Brunelle-Côté, Antoine <Antoine.Brunelle-Cote@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Perreault, Claudie <Claudie.Perreault@pco-bcp.gc.ca>; Bowles, Louise <Louise.Bowles@pco-bcp.gc.ca>; Fung, Jennifer <Jennifer.Fung@pco-bcp.gc.ca>; Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>
Cc: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>
Subject: Tasking – October 26 House Motion - COVID / Motion de la Chambre du 26 octobre - COVID

Good afternoon, departments involved in this production order have received the following tasking. We ask that each PCO branch also provide an updated number of pages of responsive records as per instructions and template below, for each branch.
Thank you.

_____

PCO is requesting that departments involved provide an update for the number of pages of responsive records that each department or portfolio would have in response to the October 26 motion, and that the information be presented in two categories. The first, with a broad interpretation of the terms of the motion and no scoping applied and the second, with the scoping guidance issued on November 13, 2020 by PCO.

As these figures may be used in public communication, please ensure they are as accurate as possible.

A completed table (see template below) is required by noon on Monday, November 30, 2020.

Thank you

Le BCP demande à ce que chaque ministère impliqué de mette à jour le nombre de pages de documents pertinents en réponse à la motion du 26 octobre, et que l'information soit quantifiée selon deux catégories. La première, basée sur une interprétation large des termes de la motion sans aucune délimitation et la seconde, avec les directives de cadrage envoyées le 13 novembre 2020 par le BCP.

Étant donné que ces chiffres pourraient être utilisés dans le cadre de communications publiques, veuillez-vous assurer qu'ils soient aussi précis que possible.

Veuillez compléter le tableau suivant d'ici midi le lundi 30 novembre 2020.

Name of Department / Nom du ministère:

_____

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	Without Scoping / Sans delimitations	With Scoping from November 13th guidance issued by PCO / Avec les directives de cadrage envoyées le 13 nov par le BCP
Number of Pages / Nombre de pages		

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Simmering, William

From: Rivet, Raymond
Sent: Tuesday, December 1, 2020 2:17 PM
To: CommsATIP / CommsAIPRP (PCO/BCP); MacKillop, Ken; Tessier, Jean; Boudreau, Sandra; Bonvie, Lorna; Duchesne, Paul; Jones, Murray; Massabki, Myriam; Paxton, Taylor; Sullivan, Melanie; Butara, Frank; Stark, Meagan; Kirkey, Joshua; Lauzon, Laura; Nelson, Fiona; Baldwin, Andrew; Chretien, Kimberley; Guthrie, Jordan; Labelle, Nadine; Laghi, Brian; Maher, Brenna; McLaren, Steven; Mondou, Isabelle
Cc: Hamel, Guylaine; Dhillon, Sherry; Marinier, Caroline; Rivet, Raymond; Fennell, Melissa; Patterson, Adine; Martel, Camille
Subject: Additional guidance on interpretation of the Motion

Colleagues,
In addition to the guidance provided immediately below from Tamara Jeffrey (L&HP), Tamara has indicated that the motion should be interpreted to include communications planning products.

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: 30 novembre 2020 12:49
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: Re: Request for additional clarification of Motion

Bonjour Raymond,

You are correct that on last week's call Jean indicated that the end date would be the date the motion was adopted by the House. This record should be collected up to and including October 26, 2020.

Additionally, please note that the guidance issued on November 13 indicates that you may exclude documents that are in the public domain. As such stand alone products, such as press releases, can be excluded. That being said, should the document be contained in an email that is relevant to the motion, it should be collected and transferred.

Hope this helps.

Tamara

Sent from my iPhone

> On Nov 30, 2020, at 12:15 PM, Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca> wrote:
>
> Hi Tamara,
> Just want to be clear on the timeframes for the documents to be collected. At the interdepartmental call last week, I believe Jean said the end date is the date the Motion was adopted.
>
> The various elements of the motion for collection of documents have different start dates but is the end date the date of the Motion i.e. October 26th?
>
> The following example indicates since March 19th. What is the end date?

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(x) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Prime Minister's Office, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada concerning plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields, since March 19, 2020;

Additionally, should we assume that communication products (such as a press release) concerning plans, preparations and purchasing of PPE should be included in the documents to be provided.

Thanks in advance for your guidance.
RR

s.16(2)

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Simmering, William

From: Guthrie, Jordan
Sent: Tuesday, December 1, 2020 1:39 PM
To: McLaren, Steven
Subject: RE: Parliamentary motion question

Raymond got back to me pretty quickly and confirmed there's no need, as long as the relevant emails/docs are part of what you submit.

I did a quick earlier check and I don't think I have any emails on the ad hoc deck that you weren't on, but I'll do another check this aft just in case.

Jordan

From: McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>
Sent: Tuesday, December 1, 2020 1:20 PM
To: Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>
Subject: RE: Parliamentary motion question

If it was up to me I'd say no, but that may not be reading it correctly. Would be able to reach out to Raymond? It's a good question, but I've asked a lot of them so far.

From: Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>
Sent: Tuesday, December 1, 2020 1:05 PM
To: McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>
Subject: Parliamentary motion question

Hi Steve,

Wanted to touch base on the Parliamentary motion for docs to makes sure I'm clear on what's needed. I was on most of the emails concerning the ad hoc deck and did provide a couple slides of input for it, although not related to anything covered by the motion. I don't have any emails on the deck that you weren't also on and, given the request was for only emails sent/received by directors and above, I am wondering if I am still on the hook for material here. Seems like it would be a 100% duplication of efforts. I can reach out to Raymond, but figured I'd see if you had any thoughts first. Thanks.

Jordan

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Simmering, William

From: Rivet, Raymond
Sent: Tuesday, December 1, 2020 4:05 PM
To: Cintrat, Jean
Cc: MacKillop, Ken; Tessier, Jean; Chretien, Kimberley
Subject: RE: Tasking – October 26 House Motion - COVID / Motion de la Chambre du 26 octobre - COVID

Bonjour Jean,
Voici notre estimation du nombre de pages identifiées jusqu'à date pour Comms et le COVID Comms Hub. Je m'attends à ce que le nombre de documents va monter dans la prochaine semaine.
RR

	Without Scoping / Sans delimitations	With Scoping from November 13th guidance issued by PCO / Avec les directives de cadrage envoyées le 13 nov par le BCP
Number of Pages / Nombre de pages		4,500 pages plus 206 courriels avec pièces jointes.

From: Cintrat, Jean
Sent: Friday, November 27, 2020 4:19 PM
To: Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Shannon, Tara <Tara.Shannon@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Baird, Louise <Louise.Baird@pco-bcp.gc.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Roussy, Daniel <Daniel.Roussy@pco-bcp.gc.ca>; van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; Merissa, Rahel <Rahel.Merissa@pco-bcp.gc.ca>; Bisson, Melissa <Melissa.Bisson@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Muir, Alexandra <Alexandra.Muir@pco-bcp.gc.ca>; Malone, Lorna <Lorna.Malone@pco-bcp.gc.ca>; Champoux, Elizabeth <Elizabeth.Champoux@pco-bcp.gc.ca>; Adler, Jeremy <Jeremy.Adler@pco-bcp.gc.ca>; Harty, Siobhan <Siobhan.Harty@pco-bcp.gc.ca>; Brunelle-Côté, Antoine <Antoine.Brunelle-Cote@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Perreault, Claudie <Claudie.Perreault@pco-bcp.gc.ca>; Bowles, Louise <Louise.Bowles@pco-bcp.gc.ca>; Fung, Jennifer <Jennifer.Fung@pco-bcp.gc.ca>; Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>
Cc: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>
Subject: Tasking – October 26 House Motion - COVID / Motion de la Chambre du 26 octobre - COVID

Good afternoon, departments involved in this production order have received the following tasking. We ask that each PCO branch also provide an updated number of pages of responsive records as per instructions and template below, for each branch.
Thank you.

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

PCO is requesting that departments involved provide an update for the number of pages of responsive records that each department or portfolio would have in response to the October 26 motion, and that the information be presented in two categories. The first, with a broad interpretation of the terms of the motion and no scoping applied and the second, with the scoping guidance issued on November 13, 2020 by PCO.

As these figures may be used in public communication, please ensure they are as accurate as possible.

A completed table (see template below) is required by noon on Monday, November 30, 2020.

Thank you

Le BCP demande à ce que chaque ministère impliqué de mette à jour le nombre de pages de documents pertinents en réponse à la motion du 26 octobre, et que l'information soit quantifiée selon deux catégories. La première, basée sur une interprétation large des termes de la motion sans aucune délimitation et la seconde, avec les directives de cadrage envoyées le 13 novembre 2020 par le BCP.

Étant donné que ces chiffres pourraient être utilisés dans le cadre de communications publiques, veuillez-vous assurer qu'ils soient aussi précis que possible.

Veuillez compléter le tableau suivant d'ici midi le lundi 30 novembre 2020.

Name of Department / Nom du ministère:
_____

	Without Scoping / Sans delimitations	**With Scoping from November 13th guidance issued by PCO / Avec les directives de cadrage envoyées le 13 nov par le BCP**
Number of Pages / Nombre de pages		

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Simmering, William

From: Mondou, Isabelle
Sent: Wednesday, December 2, 2020 9:47 PM
To: Butara, Frank; Cummings, Laura
Cc: MacKillop, Ken
Subject: [redacted] s.23
Attachments:

Here are all the comments on the Q&As.

From: van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>
Sent: Wednesday, December 2, 2020 9:02 PM
To: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Cc: Elisabeth.Eid@justice.gc.ca; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Subject: [redacted]

[redacted] s.23

Jodie

Jodie van Dieen
Counsel to the Clerk of the Privy Council and Assistant Deputy Minister
Privy Council Office Legal Services Sector |
Conseillère juridique auprès du greffier du Conseil privé et sous-ministre adjointe
Secteur des services juridiques du Bureau du Conseil privé
Telephone | Téléphone: 613-957-5726

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Pages 496 to / à 501
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23

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de la Accès à l'information

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Simmering, William

From: Welbourne, Maia
Sent: Wednesday, December 2, 2020 7:02 PM
To: Mondou, Isabelle; Butara, Frank
Cc: Elisabeth.Eid@justice.gc.ca; van Dieen, Jodie; MacKillop, Ken
Subject: FW: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-12-02_track changes
Attachments: [redacted] s.23

Hello – [redacted]

[redacted]

Maia

From: Eid, Elisabeth <Elisabeth.Eid@justice.gc.ca>
Sent: Wednesday, December 2, 2020 3:34 PM
To: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>
Cc: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Subject: RE: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-12-02_track changes

Hi Isabelle,

[redacted]

Elisabeth
613-302-8490

From: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Sent: Wednesday, December 02, 2020 1:59 PM
To: Eid, Elisabeth <Elisabeth.Eid@justice.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; van Dieen, Jodie (PCO) <Jodie.vanDieen@pco-bcp.gc.ca>
Cc: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Subject: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-12-02_track changes

Colleagues,

Please find attached for your review and comments, the revised Q&A with regard to the motion.

Ideally, we would share it with DMs tomorrow for review.

Thanks so much for your feedback.

Pages 503 to / à 508
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Simmering, William

From: Mondou, Isabelle
Sent: Wednesday, December 2, 2020 1:59 PM
To: 'Eid, Elisabeth'; Welbourne, Maia; van Dieen, Jodie
Cc: Butara, Frank; MacKillop, Ken
Subject: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-12-02_track changes
Attachments: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-12-02_track changes.docx

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Ideally, we would share it with DMs tomorrow for review.

Thanks so much for your feedback.

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Media Lines

Motion on production of documents (COVID-19 pandemic response)

ISSUE

On Oct. 26, 2020, the House of Commons adopted a motion ordering the production of documents related to the federal government's response to the COVID-19 pandemic. The current deadline to submit the documents is Monday, Nov. 30. The Clerk of the Privy Council Office has requested a seven-day extension (with decision TBD).

These media lines/Qs&As are intended to provide messaging on the whole-of-government response to this motion.

BACKGROUND

On Oct. 26, 2020, the House of Commons adopted a motion ordering the production of documents related to the federal government's response to the COVID-19 pandemic. A number of federal government departments are implicated in the motion, including:

- Health Canada
- Public Health Agency of Canada
- Innovation, Science and Economic Development Canada
- Privy Council Office
- Public Safety Canada
- Public Services and Procurement Canada

Departments are working to retrieve records primarily dating back to March 2019. The documents will be used as part of a health committee study into the federal government's COVID-19 response.

The motion requires the Government of Canada to respond by Nov. 30. It also includes a provision allowing the federal government to request a seven-day extension to that deadline.

Some stakeholders, including industry organizations, members of the federal vaccine task force, and pharmaceutical companies, have publicly expressed concerns about the motion, citing issues with the potential release of confidential business information and noting that public servants would be required to devote resources to respond to the motion in lieu of supporting ongoing operations. Some have suggested that disclosure of vaccine development program information could compromise the regulatory

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authorization process and threaten both the timely availability of a vaccine for Canadians and study participant privacy.

MEDIA LINES

Key messages

- The Government of Canada is committed to continuing to work with provinces, territories, municipalities, Indigenous communities, and the private sector to respond to the pandemic and keep Canadians safe and healthy.

- Since the beginning of the COVID-19 pandemic, many federal departments have been working to support the Government of Canada's pandemic response. This work has touched on a broad range of important areas, such as healthcare, procurement, and vaccine deployment.

- We take this motion very seriously. Our primary objective is to be as responsive as possible to the motion, and to further the Standing Committee of Health's understanding of the government's response to the COVID-19 pandemic.

- Departments have been actively working to respond to the motion and are committed to making best efforts to complete the work.

- Given the considerable scope of this work, the ability to produce all relevant documents is a significant undertaking, which will entail a substantial amount of time and resources.

- The Government of Canada is committed to providing parliamentarians with as much factual information as possible in accordance with the values of openness and transparency. We consistently strive to be as forthcoming with parliamentarians as possible, while respecting obligations to treat certain types of information as confidential.

- The private sector, including those in the pharmaceutical industry, are playing a critical role in the pandemic response. The Government of Canada recognizes its contractual and regulatory confidentiality obligations to these organizations and is committed to protecting their sensitive vaccine-related information.

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QUESTIONS AND ANSWERS

Q1) Will the Government meet the new, extended deadline? Why isn't the Government being more transparent on this issue?

The Government of Canada is committed to providing parliamentarians with as much factual information as possible in accordance with the values of openness and transparency.

As provided for in the motion, we have requested a seven-day extension to the original deadline of Nov. 30. This was done to ensure that departments are as responsive as possible to the motion.

Departments have been actively working to respond to the motion and are committed to making best efforts to complete the work. Given the considerable scope of this work, the ability to produce all relevant documents is a significant undertaking, which will entail a substantial amount of time and resources.

We are continuing to collect records including e-mails, documents, Question Period notes, and presentations. As of Dec. 1, almost 190,000 documents have been collected by departments in response to the motion and preliminary estimates suggest there are millions of pages that may be relevant to the motion. We are also in the process of reviewing the records ~~to determine their classification (e.g., secret, Protected B, etc.).~~

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We expect to be in a position to provide an initial batch of documents by Dec. 7, 2020, as well as an update on our progress towards competing the full request. This initial batch will include ~~more relevant~~ records ~~(e.g., e-mails sent to or from executives and final versions of documents)~~ in the language in which they are currently available within our systems.

Q2) What about documents that contain commercial or business sensitivities? How will they be handled?

We understand that current and prospective contractors and regulated parties may have concerns about the motion and its implications for information held by the Government of Canada.

The Government of Canada carefully and diligently manages proprietary and confidential business information and is guided by the intent and principles of the *Access to Information Act* and the agreed upon terms and conditions of specific contracts.

We take this responsibility very seriously, and we will work closely with all concerned parties to ensure that information continues to be protected per our contractual and regulatory obligations.

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Q3) How will the Government of Canada handle redactions in regards to this request, in particular for privileged documents, Cabinet confidences, and business information?

As per the order, the Law Clerk will vet documents for personal information, national security, Vaccine Task Force-related information, and for interference with contractual or other negotiations.

Long-standing guidelines on the Government of Canada's policy for producing documents to parliamentarians set out 16 categories of information that are not typically provided. Examples of these categories include:

- Cabinet papers;
- legal advice;
- information detrimental to national security, international relations or federal-provincial relations; and,
- information the disclosure of which is prohibited by statute.

The Government of Canada typically redacts Cabinet confidences and solicitor-client privileged information before sharing documents with the House of Commons. There are also significant concerns about confidential business information regarding COVID-19 vaccines being publicly shared.

Commented [CJ1]: This will perhaps need an update following the OPS meeting

Q4) Why might some of the documents be subject to Cabinet confidence and why should that be upheld?

~~It is important to note there are limits on the ability of parliamentarians to compel the production of documents. These limits come from statutes governing the disclosure of information, the common law and constitutional principles such as the rule of law, parliamentary sovereignty, the separation of powers and responsible government.~~

~~This follows the House of Commons' long-standing practice of respecting the confidentiality of Cabinet decision-making.~~ Discussions between Cabinet ministers and the documents that reflect those deliberations are protected by the constitutional convention of Cabinet confidentiality.

In a system of responsible government, Cabinet is openly and collectively accountable to Parliament for the decisions it makes during the time it governs. If Cabinet ministers are to make decisions collectively, the privacy of their opinions and views in developing government policy must be protected. Otherwise, the collective responsibility of ministers to Parliament, which is essential to Cabinet government, would be difficult to maintain. ~~Cabinet confidentiality also upholds the constitutional principle of the separation of powers between the three branches of the state.~~

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Q5) What will this motion cost the Government of Canada and how many resources have been used to respond to it? Have pandemic operations been affected?

Though significant or substantial resources have been directed to be able to fulfil this request, each department continues to play its role in supporting the Government of Canada's pandemic response.

Before documents are submitted

As the work of gathering the requested documents is ongoing, we cannot provide a specific figure for the resource implications at this time; however, hundreds of employees across the federal government are currently involved in producing the requested documents, which will entail a significant amount of time and resources.

After documents are submitted

The estimated financial cost of responding to the motion was $XX. Approximately XX full-time employees (FTEs) were involved in the response, working a total of approximately XX hours.

Q6) How many documents will be handed over to the committee?

Before documents are submitted

As departments are continuing to search for and gather the requested documents, we are presently unable to confirm this; however, preliminary estimates suggest there are millions of pages that will be relevant to the motion.

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After documents are submitted

Approximately XXXX documents from 12 departments were provided to the committee.

Q7) What are the Government of Canada's plans regarding vaccines?

The Government of Canada is committed to protecting the health and safety of Canadians and has a rigorous scientific review system in place to ensure vaccines are safe and effective in preventing the diseases they target.

~~On November 3, 2020, the Public Health Agency of Canada (PHAC) published preliminary guidance developed by the National Advisory Committee on Immunization (NACI) on key populations for early COVID-19 immunization. NACI's recommendations will help inform federal, provincial and territorial (FPT) governments in making decisions on how to use what vaccine supply we have.~~

Commented [MI2]: A more recent guidance will be published on Dec 4.

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The Government of Canada is well positioned to ensure that Canadians can be vaccinated against COVID-19. We have contracts in place to secure a large inventory of vaccines from various sources. This will give us access to seven potential vaccines with up to 358 million doses, including those that have produced recent positive results.

Final vaccine allocation and roll out will ultimately be determined by FPT governments, and will be informed by NACI's final guidance on key populations for early COVID-19 immunization.

Q8) Will these documents tell Canadians when to expect a COVID-19 vaccine?

The documents produced in response to the motion may include information about the procurement and regulatory approval of various COVID-19 vaccines, as well as potential or proposed timelines for vaccines to become available to Canadians. Planning and discussions regarding vaccine roll-out in Canada are still actively underway, and because of this, confirmed dates on when specific individuals can expect to receive a vaccine will not be included in the requested documents.

*(***Based on any sensitive documents identified by departments in their search, we will develop further key messages and Qs&As to address those issues.)*

MEDIA RELATIONS PROTOCOL

- PCO Media Relations will be the point of contact for media calls about the coordination of the Government's response to the motion.
- Departmental media relations will be responsible for responding to media requests about specific documents, with leads to be determined based on the documents' subject matter.
- All departmental media calls on this issue should be flagged by departmental media relations to the relevant PCO analyst.

Communications Advisor
Laura Cummings, 613-612-9604
Senior Analyst, Communications and Consultations (PCO)

DRAFT

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Simmering, William

From: van Dieen, Jodie
Sent: Wednesday, December 2, 2020 9:02 PM
To: Mondou, Isabelle
Cc: Elisabeth.Eid@justice.gc.ca; Welbourne, Maia
Subject: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-12-02_track changes **s.23**
Attachments:

Jodie

Jodie van Dieen
Counsel to the Clerk of the Privy Council and Assistant Deputy Minister
Privy Council Office Legal Services Sector |
Conseillère juridique auprès du greffier du Conseil privé et sous-ministre adjointe
Secteur des services juridiques du Bureau du Conseil privé
Telephone | Téléphone: 613-957-5726

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Simmering, William

From: Mondou, Isabelle
Sent: Wednesday, December 2, 2020 8:45 PM
To: Welbourne, Maia; Elisabeth.Eid@justice.gc.ca; van Dieen, Jodie
Cc: MacKillop, Ken; Butara, Frank
Subject: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-12-02_track changes

Maia, Elizabeth:

s.23

[redacted]

Have a nice evening!

From: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Sent: Wednesday, December 2, 2020 7:02 PM
To: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Cc: Elisabeth.Eid@justice.gc.ca; van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Subject: FW: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-12-02_track changes

Hello –

[redacted]

Maia

From: Eid, Elisabeth <Elisabeth.Eid@justice.gc.ca>
Sent: Wednesday, December 2, 2020 3:34 PM
To: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>
Cc: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Subject: RE: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-12-02_track changes

Hi Isabelle,

[redacted]

Elisabeth
613-302-8490

From: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Sent: Wednesday, December 02, 2020 1:59 PM
To: Eid, Elisabeth <Elisabeth.Eid@justice.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; van Dieen, Jodie (PCO) <Jodie.vanDieen@pco-bcp.gc.ca>

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Cc: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Subject: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-12-02_track changes

Colleagues,

Please find attached for your review and comments, the revised Q&A with regard to the motion.

Ideally, we would share it with DMs tomorrow for review.

Thanks so much for your feedback.

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Simmering, William

From: Eid, Elisabeth <Elisabeth.Eid@justice.gc.ca>
Sent: Wednesday, December 2, 2020 3:34 PM
To: Mondou, Isabelle; Welbourne, Maia; van Dieen, Jodie
Cc: Butara, Frank; MacKillop, Ken
Subject: RE: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-12-02_track changes
Attachments:

s.23

Hi Isabelle,

Elisabeth
613-302-8490

From: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Sent: Wednesday, December 02, 2020 1:59 PM
To: Eid, Elisabeth <Elisabeth.Eid@justice.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; van Dieen, Jodie (PCO) <Jodie.vanDieen@pco-bcp.gc.ca>
Cc: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Subject: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-12-02_track changes

Colleagues,

Pages 526 to / à 531
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Simmering, William

From: Mondou, Isabelle
Sent: Wednesday, December 2, 2020 9:46 PM
To: van Dieen, Jodie; Welbourne, Maia; Elisabeth.Eid@justice.gc.ca
Cc: Butara, Frank; MacKillop, Ken
Subject: RE: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-12-02_track changes

s.23

[redacted]

From: van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>
Sent: Wednesday, December 2, 2020 9:02 PM
To: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Cc: Elisabeth.Eid@justice.gc.ca; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Subject: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-12-02_track changes

[redacted]

Jodie

Jodie van Dieen
Counsel to the Clerk of the Privy Council and Assistant Deputy Minister
Privy Council Office Legal Services Sector |
Conseillère juridique auprès du greffier du Conseil privé et sous-ministre adjointe
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Simmering, William

From: Mondou, Isabelle
Sent: Wednesday, December 2, 2020 10:23 PM
To: Butara, Frank; Cummings, Laura
Cc: MacKillop, Ken
Subject: RE: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-12-02_track changes

[redacted] s.23

From: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Sent: Wednesday, December 2, 2020 10:06 PM
To: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Cummings, Laura <Laura.Cummings@pco-bcp.gc.ca>
Cc: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Subject: RE: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-12-02_track changes s.23

[redacted]

Thanks,

Frank

Frank Butara
Privy Council Office / Bureau du Conseil privé
Mobile: [redacted] s.16(2)

From: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Sent: Wednesday, December 2, 2020 9:47 PM
To: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Cummings, Laura <Laura.Cummings@pco-bcp.gc.ca>
Cc: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Subject: FW: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-12-02_track changes

s.23

[redacted]

From: van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>
Sent: Wednesday, December 2, 2020 9:02 PM
To: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Cc: Elisabeth.Eid@justice.gc.ca; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Subject: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-12-02_track changes

[redacted] s.23

Jodie

Jodie van Dieen
Counsel to the Clerk of the Privy Council and Assistant Deputy Minister
Privy Council Office Legal Services Sector |
Conseillère juridique auprès du greffier du Conseil privé et sous-ministre adjointe

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Pages 535 to / à 541

are duplicates

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Simmering, William

From: Brochet, Vanessa
Sent: Thursday, December 3, 2020 8:18 PM
To: Mulkins, Marta; Neilson, David; Cintrat, Jean; Oliveira, Monique; Jeffrey, Tamara
Subject: s.23
Attachments:

Page 543

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Simmering, William

From: Mulkins, Marta
Sent: Thursday, December 3, 2020 2:52 PM
To: Brochet, Vanessa; Neilson, David; Cintrat, Jean
Cc: Oliveira, Monique
Subject: PCO QC proposal - For Comment Please

Colleagues, many thanks for your input. Please comment / correct; final version to go to Maia for finalization and general dist?

Tamara and David who should takew charge of the QC team names collection and coordination from now on?

To amplify the proposed below,
PCO will create a QC team to help ensure consistency in decision making for the redaction / no redaction first pass, which may evolve into the redaction QC process as well in short order. This team will be made up of two assigned pers from ATIP, and a QC SME assigned from the Branches (each branch?). Understanding that the current branch reviewer may actually become the QC SME, anticipate that branches will need to identify additional reviewers.

This QC process need review (all?) (a representative sample, as determined by _?) of the triaged files.

Once assessed by the QC, the files will go to the appropriate delegated authority in the Branch for release sign off. This sign off could occur either within the PCO ringtail (thus requiring access for delegated authorities), or paper prints. The final documents will be assembled in a thumb drive for ultimate transfer under cover letter to the Law Clerk.

To be clarified, if the desire is to share the final PCO submission with JUS in order to enable a single index, this will add to processing time for submission and therefore may not be essential for the Batch 1 delivery 7 December.

Therefore, this team must be ready to review as early as possibly but no later than CoB Friday.

To initiate, this intent is to be communicated to all branches, with a call for identification of the appropriate SME for the QC team by (? tomorrow). David Neilson will appoint one of the ATIP personnel to convene and organize the team as required to enable launch; David will remain available to assist in decision-making.

Thanks

marta

s.23

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[redacted]

For the Monday deadline, approved PCO documents have to be provided to DOJ this Saturday, this means that upload, review, QC and approval all need to occur within the next 48 hours.

[redacted]

[redacted]

De : Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Envoyé : 3 décembre 2020 12:39
À : Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Saikaly, Jessica <Jessica.Saikaly@pco-bcp.gc.ca>
Cc : Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>
Objet : RE: Ringtail - review process
Importance : Haute

[redacted]

Jessica would you be able to coordinate a Teams call please, assuming everyone else can fit something in between those times?

Many thanks colleagues

Marta

Marta Mulkins
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Cell: [redacted] s.16(2)
Marta. mulkins@pco-bcp.gc.ca

From: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Sent: Thursday, December 3, 2020 10:17 AM
To: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Cc: Neilson, David <David.Neilson@pco-bcp.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>
Subject: Re: Ringtail - review process

[redacted]

Vanessa Brochet
613-697-3586

On Dec 3, 2020, at 10:09 AM, Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca> wrote:

Immensely thanks.

[redacted]

From: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Sent: Wednesday, December 2, 2020 9:32 PM
To: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>
Subject: RE: Ringtail - review process

Hello Marta,

[redacted]

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is withheld pursuant to section

est retenue en vertu de l'article

23

of the Access to Information Act

de la Accès à l'information

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s.23

[redacted]

Vanessa Brochet
Director and General Counsel - Directrice and avocate générale
Privy Council Office Legal Services Sector | Secteur des services juridiques du Bureau du Conseil privé
Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister | Bureau de la conseillère juridique auprès du greffier du Conseil privé et sous-ministre adjointe
(613) 697-3586 Vanessa.Brochet@pco-bcp.gc.ca

De : Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Envoyé : 2 décembre 2020 14:14
À : Neilson, David <David.Neilson@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Cc : Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Objet : Ringtail - review process

Vanessa, David,

Good afternoon – I am a new colleague in PCO supporting Maia in her oversight and management of the production of papers for the HESA motion.

[redacted]

Marta Mulkins
613 314 0542

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Wednesday, December 2, 2020 1:20 PM
To: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Cc: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: RE: Ringtail - review process

s.23

Thanks for your feedback. Welcome your help thanks re the ATIP/Legal review team. ATIP would be David Neilson, director. [redacted]

Jean

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Simmering, William

From: de Laplante, Lisète
Sent: Thursday, December 3, 2020 2:04 PM
To: Neilson, David
Cc: Livingstone, Natalie
Subject: RE: 26 Oct motion guidance / directives

Hi David,
I have emails that would be included in this production on USB key. Please let me know who I should provide it to.

Thank you,

Lisète de Laplante

Manager, IM Operations
Privy Council Office | Government of Canada
Lisete.delaplante@pco-bcp.gc.ca | Tel. 613-854-0922 | Fax 613-957-5058

Gestionnaire, Opérations de la gestion de l'information
Bureau du Conseil privé | Gouvernement du Canada
Lisete.delaplante@pco-bcp.gc.ca | Tél. 613-854-0922 | Télécopieur 613-957-5058

From: de Laplante, Lisète
Sent: December 2, 2020 12:26 PM
To: Neilson, David <David.Neilson@pco-bcp.gc.ca>
Cc: Livingstone, Natalie <Natalie.Livingstone@pco-bcp.gc.ca>
Subject: RE: 26 Oct motion guidance / directives
Importance: High

Hi David,
We have content to produce on this motion. We have completed our search in GCdocs. I will have the numbers confirmed later. Here is a general sense on the Cabinet supporting documents (e.g. MC, CR, RD) – **191**.

Thank you,

Lisète de Laplante

Manager, IM Operations
Privy Council Office | Government of Canada
Lisete.delaplante@pco-bcp.gc.ca | Tel. 613-854-0922 | Fax 613-957-5058

Gestionnaire, Opérations de la gestion de l'information
Bureau du Conseil privé | Gouvernement du Canada
Lisete.delaplante@pco-bcp.gc.ca | Tél. 613-854-0922 | Télécopieur 613-957-5058

From: Neilson, David <David.Neilson@pco-bcp.gc.ca>
Sent: December 1, 2020 1:37 PM
To: de Laplante, Lisète <Lisete.deLaplante@pco-bcp.gc.ca>
Subject: Fwd: 26 Oct motion guidance / directives

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David Neilson
Executive Director ATIP/IM

Begin forwarded message:

From: "Sandberg , Tanya" <Tanya.Sandberg@pco-bcp.gc.ca>
Date: November 18, 2020 at 5:44:20 PM EST
To: "Neilson, David" <David.Neilson@pco-bcp.gc.ca>
Subject: FW: 26 Oct motion guidance / directives

I assume you are engaged on this and get his emails?

s.15(1)

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Wednesday, November 18, 2020 4:58 PM
To: Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; [redacted] Bombardier, Manon (HC/SC) <manon.bombardier@canada.ca>; Annik Larocque (ESDC) <annik.larocque@hrsdc-rhdcc.gc.ca>; Cal Piché <Cal.Piche@cic.gc.ca>; Chad Mariage (ISED) <chad.mariage@canada.ca>; Colleen Calvert (GAC) <colleen.calvert@international.gc.ca>; Corinne Boucher (SW) <corinne.boucher@cfc-swc.gc.ca>; Corri Barr (PSPC) <corri.barr@tpsgc-pwgsc.gc.ca>; Danica Vaillancourt (NRCAN) <danica.vaillancourt@canada.ca>; Etienne Caouette-Fraser (CMHC) <ecaouett@cmhc-schl.gc.ca>; Francois Masse (ISC) <francois.masse@canada.ca>; Ian Miller (DND) <ian.miller@forces.gc.ca>; Irene Balite (FIN) <irene.balite@canada.ca>; Iwan chan (ECCC) <iwan.chan@canada.ca>; Jacques Dufort (VAC) <Jacques.Dufort@canada.ca>; Janhabi Nandy (TBS) <janhabi.nandy@tbs-sct.gc.ca>; Jennifer Cleary (VAC) <jennifer.cleary@canada.ca>; Jennifer Mooney (DFO) <jennifer.mooney@dfo-mpo.gc.ca>; Jenny Ratansi-Rodrigues (PCH) <jenny.ratansi-rodrigues@canada.ca>; Jessica Kerr (ESDC) <jessica.kerr@hrsdc-rhdcc.gc.ca>; Jimmy M. Brrackenridge (TC) <jimmy.brackenridge@tc.gc.ca>; Joe Prokipcak (Health Canada) <joseph.prokipcak@canada.ca>; Karl El-Koura (INFC) <karl.elkoura@canada.ca>; katherine.macdonald (AAFC) <katherine.macdonald2@canada.ca>; Laura Corkill (PSPC) <laura.corkill@tpsgc-pwgsc.gc.ca>; Lisa Smylie (SW) <lisa.smylie@cfc-swc.gc.ca>; Lorraine McKenzie Presley (PS) <lorraine.mckenziepresley@canada.ca>; Lorraine Redekop (CRA) <lorraine.redekop@cra-arc.gc.ca>; Louise Hayes (TBS) <louise.hayes@tbs-sct.gc.ca>; Marc Vallières (PS) <marc.vallieres@canada.ca>; Martin Jourdenais (PCH) <martin.jourdenais@canada.ca>; Megan Weekes (DND) <megan.weekes@forces.gc.ca>; Melissa Devlin-Coull (INFC) <melissa.devlin-coull@canada.ca>; Michael Berg (GAC) <michael.berg@international.gc.ca>; Micheline Joanisse (NRCAN) <micheline.joanisse@canada.ca>; Monique Bevan SCC <monique.bevan@canada.ca>; Pamela Carstens (SSC) <pamela.carstens@canada.ca>; Paul comeau (ECCC) <paul.comeau@canada.ca>; Rebecca Barnes (GAC) <rebecca.barnes@international.gc.ca>; Riley Hennessey (DND) <riley.hennessey@forces.gc.ca>; Rima Hamoui (DFO) <rima.hamoui@dfo-mpo.gc.ca>; Sally Thorpe (INAC) <sally.thorpe@canada.ca>; Simon Cardinal (IRCC) <simon.cardinal@cic.gc.ca>; Sophie Bédard (AAFC) <sophie.bedard@canada.ca>; Stephanie Littlejohn IRCC <stephanie.littlejohn@cic.ca>; Tara Hall (CRA) <tara.hall@cra-arc.gc.ca>; Tiffany Caron (SSC) <Tiffany.Caron@canada.ca>; Timothea Gibb (INAC / ISC) <timothea.gibb@canada.ca>; Yanike Legault (JUS) <yanike.legault@justice.gc.ca>; Zachary Healy (JUS) <zachary.healy@justice.gc.ca>; Ana Maia (IC) <ana.maia@canada.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Gaetan Champagne <gaetan.champagne@canada.ca>; Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-bcp.gc.ca>; Anna Romano (PHAC/ASPC) <anna.romano@canada.ca>; Munim, Ata-UL <Ata-UL.Munim@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Genevieve Tremblay <genevieve.tremblay2@canada.ca>; Isabelle Faustin <isabelle.faustin@canada.ca>; James Scott

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<James.Stott@pwgsc-tpsgc.gc.ca>; John Beaudoin <john.beaudoin@canada.ca>; Kendal Weber <kendal.weber@canada.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Martine Pelletier <martine.pelletier@hrsdc-rhdcc.gc.ca'>; Peppy, Shaun <Shaun.Peppy@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Eid, Elisabeth <Elisabeth.Eid@justice.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; jill.wherrett@canada.ca; Gibb, Timothea (AADNC/AANDC) <timothea.gibb@canada.ca>
Cc: Stringham, James <James.Stringham@justice.gc.ca>; Burnett, John <John.Burnett@nrc-cnrc.gc.ca>; Adriana Simedrea (TC) <adriana.simedrea@tc.gc.ca>; Amelie Gelinas (PCH) <amelie.gelinas@canada.ca>; Andrea King INFC <andrea.king@canada.ca>; Annick Hector (ESDC) <annick.hector@hrsdc-rhdcc.gc.ca>; Benjamin Woodman (PSCP) <benjamin.woodman@tpsgc-pwgsc.gc.ca>; Bryan Kirk (ESDC) <bryan.kirk@hrsdc-rhdcc.gc.ca>; Catherine Morin (PCH) <catherine.morin@canada.ca>; Charles Choi VAC <Charles.choi2@canada.ca>; christian.vezeau@canada.ca; Claudine Bouvier(PSPC) <claudine.bouvier@tpsgc-pwgsc.gc.ca>; Dana Robinson <dana.robinson@tbs-sct.gc.ca>; Daniela Bolivar (INFC) <danelia.bolivar@canada.ca>; dyanna legare VAC <dyanna.legare@canada.ca>; Emilie Anne Duval (TBS) <emilieanne.duval@tbs-sct.gc.ca>; Francois Harvey (FIN) <francois.harvey@canada.ca>; Helga El-Zein (CRA) <Helga.El-Zein@cra-arc.gc.ca>; Isabelle LaFrenière (JUS) <isabelle.lafreniere@justice.gc.ca>; Jason Marshall (VAC) <jason.marshall@canada.ca>; Joanne Contant (AAFC) <joanne.contant@canada.ca>; Jordan Cicalo (HC) <jordan.cicalo@canada.ca>; Julie Samson (ESDC) <julie.samson@hrsdc-rhdcc.gc.ca>; Laura Braun (PS) <laura.braun@canada.ca>; Marc Langis (PCH) <marc.langis@canada.ca>; Mark Power (JUS) <mark.power@justice.gc.ca>; Michael Ricco (ISED) <michael.ricco@canada.ca>; Nastassia Mahdi (INFC) <nastassia.mahdi@canada.ca>; Baker, Nicole <Nicole.Baker@pco-bcp.gc.ca>; Peter Ferguson (DFO) <Peter.Ferguson@dfo-mpo.gc.ca>; Bédard, Rachelle <Rachelle.Bedard@pco-bcp.gc.ca>; Ramzi Yonis (DFO) <ramzi.yonis@dfo-mpo.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Rossano Bernardi (CRA) <Rossano.Bernardi@cra-arc.gc.ca>; ryan.wichers (SSC) <ryan.wichers@canada.ca>; Sanjay Vachali (PSPC) <Sanjay.Vachali@tpsgc-pwgsc.gc.ca>; Stephane McNicholl (NRCAN) <stephane.mcnicholl@canada.ca>; Stephanie Littlejohn CIC <Stephanie.Littlejohn@cic.gc.ca>; Susan Nadon <susan.nadon@canada.ca>; Tanya Guay (VAC) <tanya.guay@canada.ca>; Winnie Pang CWC <winnie.pang@cfc-swc.gc.ca>; Wladyslaw Kinastowsk (CRA) <Wladyslaw.Kinastowski@cra-arc.gc.ca>
Subject: RE: 26 Oct motion guidance / directives

Good afternoon, this guidance is confirmed. As noted, more guidance will be provided later as required. Please continue to provide your records to the Department of Justice for uploading into Ringtail.
Thank you

Bonjour, nous confirmons ces directives. Tel qu'indiqué, d'autres directives seront fournies plus tard au besoin. Veuillez continuer à fournir vos documents au ministère de la Justice pour les télécharger dans Ringtail.
Merci

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Friday, November 13, 2020 3:42 PM
To: Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>;
s.15(1) [redacted]; Bombardier, Manon (HC/SC) <manon.bombardier@canada.ca>; Annik Larocque (ESDC) <annik.larocque@hrsdc-rhdcc.gc.ca>; Cal Piché <Cal.Piche@cic.gc.ca>; Chad Mariage (ISED) <chad.mariage@canada.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Colleen Calvert (GAC) <colleen.calvert@international.gc.ca>; Corinne Boucher (SW) <corinne.boucher@cfc-swc.gc.ca>; Corri Barr (PSPC) <corri.barr@tpsgc-pwgsc.gc.ca>; Danica Vaillancourt (NRCAN) <danica.vaillancourt@canada.ca>; Etienne Caouette-Fraser (CMHC) <ecaouett@cmhc-schl.gc.ca>; Francois Masse (ISC) <francois.masse@canada.ca>; Ian Miller (DND) <ian.miller@forces.gc.ca>; Irene

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Balite (FIN) <irene.balite@canada.ca>; Iwan chan (ECCC) <iwan.chan@canada.ca>; Jacques Dufort (VAC) <Jacques.Dufort@canada.ca>; Janhabi Nandy (TBS) <janhabi.nandy@tbs-sct.gc.ca>; Jennifer Cleary (VAC) <jennifer.cleary@canada.ca>; Jennifer Mooney (DFO) <jennifer.mooney@dfo-mpo.gc.ca>; Jenny Ratansi-Rodrigues (PCH) <jenny.ratansi-rodrigues@canada.ca>; Jessica Kerr (ESDC) <jessica.kerr@hrsdc-rhdcc.gc.ca>; Jimmy M. Brrackenridge (TC) <jimmy.brackenridge@tc.gc.ca>; Joe Prokipcak (Health Canada) <joseph.prokipcak@canada.ca>; Karl El-Koura (INFC) <karl.elkoura@canada.ca>; katherine.macdonald (AAFC) <katherine.macdonald2@canada.ca>; Laura Corkill (PSPC) <laura.corkill@tpsgc-pwgsc.gc.ca>; Lisa Smylie (SW) <lisa.smylie@cfc-swc.gc.ca>; Lorraine McKenzie Presley (PS) <lorraine.mckenziepresley@canada.ca>; Lorraine Redekop (CRA) <lorraine.redekop@cra-arc.gc.ca>; Louise Hayes (TBS) <louise.hayes@tbs-sct.gc.ca>; Marc Vallières (PS) <marc.vallieres@canada.ca>; Martin Jourdenais (PCH) <martin.jourdenais@canada.ca>; Megan Weekes (DND) <megan.weekes@forces.gc.ca>; Melissa Devlin-Coull (INFC) <melissa.devlin-coull@canada.ca>; Michael Berg (GAC) <michael.berg@international.gc.ca>; Micheline Joanisse (NRCAN) <micheline.joanisse@canada.ca>; Monique Bevan SCC <monique.bevan@canada.ca>; Pamela Carstens (SSC) <pamela.carstens@canada.ca>; Paul comeau (ECCC) <paul.comeau@canada.ca>; Rebecca Barnes (GAC) <rebecca.barnes@international.gc.ca>; Riley Hennessey (DND) <riley.hennessey@forces.gc.ca>; Rima Hamoui (DFO) <rima.hamoui@dfo-mpo.gc.ca>; Sally Thorpe (INAC) <sally.thorpe@canada.ca>; Simon Cardinal (IRCC) <simon.cardinal@cic.gc.ca>; Sophie Bédard (AAFC) <sophie.bedard@canada.ca>; Stephanie Littlejohn IRCC <stephanie.littlejohn@cic.ca>; Tara Hall (CRA) <tara.hall@cra-arc.gc.ca>; Tiffany Caron (SSC) <Tiffany.Caron@canada.ca>; Timothea Gibb (INAC / ISC) <timothea.gibb@canada.ca>; Yanike Legault (JUS) <yanike.legault@justice.gc.ca>; Zachary Healy (JUS) <zachary.healy@justice.gc.ca>; Ana Maia (IC) <ana.maia@canada.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Gaetan Champagne <gaetan.champagne@canada.ca>; Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Trottier, Sarah <Sarah.Trottier@pco-bcp.gc.ca>; Anna Romano (PHAC/ASPC) <anna.romano@canada.ca>; Munim, Ata-UL <Ata-UL.Munim@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Genevieve Tremblay <genevieve.tremblay2@canada.ca>; Isabelle Faustin <isabelle.faustin@canada.ca>; James Scott <James.Stott@pwgsc-tpsgc.gc.ca>; John Beaudoin <john.beaudoin@canada.ca>; Kendal Weber <kendal.weber@canada.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Martine Pelletier <martine.pelletier@hrsdc-rhdcc.gc.ca'>; Peppy, Shaun <Shaun.Peppy@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>

Cc: Stringham, James <James.Stringham@justice.gc.ca>; Burnett, John <John.Burnett@nrc-cnrc.gc.ca>; Adriana Simedrea (TC) <adriana.simedrea@tc.gc.ca>; Amelie Gelinas (PCH) <amelie.gelinas@canada.ca>; Andrea King INFC <andrea.king@canada.ca>; Annick Hector (ESDC) <annick.hector@hrsdc-rhdcc.gc.ca>; Benjamin Woodman (PSCP) <benjamin.woodman@tpsgc-pwgsc.gc.ca>; Bryan Kirk (ESDC) <bryan.kirk@hrsdc-rhdcc.gc.ca>; Catherine Morin (PCH) <catherine.morin@canada.ca>; Charles Choi VAC <Charles.choi2@canada.ca>; christian.vezeau@canada.ca; Claudine Bouvier(PSPC) <claudine.bouvier@tpsgc-pwgsc.gc.ca>; Dana Robinson <dana.robinson@tbs-sct.gc.ca>; Daniela Bolivar (INFC) <danelia.bolivar@canada.ca>; dyanna legare VAC <dyanna.legare@canada.ca>; Emilie Anne Duval (TBS) <emilieanne.duval@tbs-sct.gc.ca>; Francois Harvey (FIN) <francois.harvey@canada.ca>; Helga El-Zein (CRA) <Helga.El-Zein@cra-arc.gc.ca>; Isabelle LaFrenière (JUS) <isabelle.lafreniere@justice.gc.ca>; Jason Marshall (VAC) <jason.marshall@canada.ca>; Joanne Contant (AAFC) <joanne.contant@canada.ca>; Jordan Cicalo (HC) <jordan.cicalo@canada.ca>; Julie Samson (ESDC) <julie.samson@hrsdc-rhdcc.gc.ca>; Laura Braun (PS) <laura.braun@canada.ca>; Marc Langis (PCH) <marc.langis@canada.ca>; Mark Power (JUS) <mark.power@justice.gc.ca>; Michael Ricco (ISED) <michael.ricco@canada.ca>; Nastassia Mahdi (INFC) <nastassia.mahdi@canada.ca>; Baker, Nicole <Nicole.Baker@pco-bcp.gc.ca>; Peter Ferguson (DFO) <Peter.Ferguson@dfo-mpo.gc.ca>; Bédard, Rachelle <Rachelle.Bedard@pco-bcp.gc.ca>; Ramzi Yonis (DFO) <ramzi.yonis@dfo-mpo.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Rossano Bernardi (CRA) <Rossano.Bernardi@cra-arc.gc.ca>; ryan.wichers (SSC) <ryan.wichers@canada.ca>; Sanjay Vachali (PSPC) <Sanjay.Vachali@tpsgc-pwgsc.gc.ca>; Stephane McNicholl (NRCAN) <stephane.mcnicholl@canada.ca>; Stephanie Littlejohn CIC <Stephanie.Littlejohn@cic.gc.ca>; Susan

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Nadon <susan.nadon@canada.ca>; Tanya Guay (VAC) <tanya.guay@canada.ca>; Winnie Pang CWC <winnie.pang@cfc-swc.gc.ca>; Wladyslaw Kinastowsk (CRA) <Wladyslaw.Kinastowski@cra-arc.gc.ca>
Subject: 26 Oct motion guidance / directives

Good afternoon,
Please find attached preliminary guidance concerning the motion adopted by the House of Commons on October 26. Confirmation of the guidance will be provided on Monday.

Bonjour,
Veuillez trouver ci-joint des directives préliminaires concernant la motion adoptée par la Chambre des communes le 26 octobre. Nous confirmerons ces directives lundi.

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Simmering, William

From: Brochet, Vanessa
Sent: Thursday, December 3, 2020 7:36 PM
To: Mulkins, Marta
Cc: Oliveira, Monique; Neilson, David; Cintrat, Jean
Subject: Re: PCO QC proposal - For Comment Please

Ccing David and Jean sorry:

Vanessa Brochet
613-697-3586

On Dec 3, 2020, at 7:35 PM, Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca> wrote:

s.23

Hi Marta,

[redacted]

Vanessa Brochet
613-697-3586

On Dec 3, 2020, at 7:05 PM, Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca> wrote:

Maia,

We believe we have a plan for the PCO QC panel soon required to conduct the QC of the PCO documents identified as requiring redaction. As the first upload is nearing completion of review (ERDP), this should be launched as quickly as tomorrow if possible.

We recommend that you send the message across the Branches alerting them to this team being created and the need for them to nominate their QC reviewer. I have asked James what his cut off will be for production of papers for Monday, but it is safe to assume that if PCO is to deliver docs on Monday, requiring ADM release sign off, then at least some reviewers need to be identified Friday and be prepared to review papers as early possibly as tomorrow evening (with their ADM's reviewing for release over the weekend). It is requested that Tamara track this in a similar fashion to the tracking of the SME reviewer nominations.

We feel that the QC need only look at the papers flagged for redaction, given what should be lower risk in this early batch.

Proposed content –

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"In order to ensure consistency in first processing of PCO papers for delivery, PCO will create a Quality Control team to review the decision making for papers identified as requiring redaction at the first pass. This team will be made up of two assigned members from ATIP, and a QC SME assigned from the each branch of PCO. The methodology development will be led by the ATIP lead, but will focus on generally consistent interpretation across all branches. Understanding that the current branch reviewer may actually become the QC SME, anticipate that branches will need to identify additional reviewers. This QC process will review all pages identified as needing redaction.

Once assessed by the QC, the files will proceed to the appropriate delegated authority in the Branch for release sign off. This sign-off could occur either within the PCO Ringtail (thus requiring access for delegated authorities) or via hard copy (print); while paper prints are possible the risk of versioning control must be managed. To enable the first pages to meet the deadline for inclusion in the 7 December submission, this team must be ready to review as early as possibly but no later than CoB Friday.

Please identify to Tamara Jeffrey all nominated QC reviewers by ( ) including indication of any addition aces or training for Ringtail that may be required. David Neilson will appoint one of the ATIP personnel to convene and organize the team as required to enable the activation of the QC team; David will remain available to assist in decision-making. "

For your consideration –

Marta

Marta Mulkins
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Cell: [redacted]
Marta. mulkins@pco-bcp.gc.ca

s.16(2)

From: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Sent: Thursday, December 3, 2020 2:59 PM
To: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Cc: Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>
Subject: RE: PCO QC proposal - For Comment Please

s.23

[redacted]

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Vanessa Brochet
Director and General Counsel - Directrice and avocate générale
Privy Council Office Legal Services Sector | Secteur des services juridiques du Bureau du Conseil privé
Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister | Bureau de la conseillère juridique auprès du greffier du Conseil privé et sous-ministre adjointe
(613) 697-3586 Vanessa.Brochet@pco-bcp.gc.ca

From: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Sent: Thursday, December 3, 2020 1:32 PM
To: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Saikaly, Jessica <Jessica.Saikaly@pco-bcp.gc.ca>
Cc: Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>
Subject: RE: Ringtail - review process

s.23

[redacted]

Vanessa Brochet
Director and General Counsel - Directrice and avocate générale
Privy Council Office Legal Services Sector | Secteur des services juridiques du Bureau du Conseil privé
Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister | Bureau de la conseillère juridique auprès du greffier du Conseil privé et sous-ministre adjointe
(613) 697-3586 Vanessa.Brochet@pco-bcp.gc.ca

> On Dec 3, 2020, at 10:09 AM, Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca> wrote:

s.23

[redacted]

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[redacted]

From: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Sent: Wednesday, December 2, 2020 9:32 PM
To: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>
Subject: RE: Ringtail - review process

Hello Marta,

[redacted]

Pages 559 to / à 560
are withheld pursuant to section
sont retenues en vertu de l'article

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de la Accès à l'information

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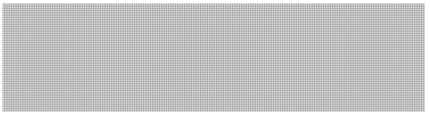

Vanessa Brochet
Director and General Counsel - Directrice and avocate générale
Privy Council Office Legal Services Sector | Secteur des services juridiques du Bureau du Conseil privé
Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister | Bureau de la conseillère juridique auprès du greffier du Conseil privé et sous-ministre adjointe
(613) 697-3586 Vanessa.Brochet@pco-bcp.gc.ca

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Simmering, William

From: Brochet, Vanessa
Sent: Thursday, December 3, 2020 1:07 PM
To: Mulkins, Marta; Neilson, David; Saikaly, Jessica
Cc: Oliveira, Monique; Cintrat, Jean
Subject: RE: Ringtail - review process

I will change my schedule to accommodate.

Vanessa Brochet
Director and General Counsel - Directrice and avocate générale
Privy Council Office Legal Services Sector | Secteur des services juridiques du Bureau du Conseil privé
Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister | Bureau de la conseillère juridique auprès du greffier du Conseil privé et sous-ministre adjointe
(613) 697-3586 Vanessa.Brochet@pco-bcp.gc.ca

De : Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Envoyé : 3 décembre 2020 13:02
À : Neilson, David <David.Neilson@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Saikaly, Jessica <Jessica.Saikaly@pco-bcp.gc.ca>
Cc : Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Objet : RE: Ringtail - review process

OK will send placeholder just in case it also works for Vanessa and figure out best comms – webex or teams.

From: Neilson, David <David.Neilson@pco-bcp.gc.ca>
Sent: Thursday, December 3, 2020 1:00 PM
To: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Saikaly, Jessica <Jessica.Saikaly@pco-bcp.gc.ca>
Cc: Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: RE: Ringtail - review process

I now have 2pm free.

From: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Sent: Thursday, December 3, 2020 12:58 PM
To: Neilson, David <David.Neilson@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Saikaly, Jessica <Jessica.Saikaly@pco-bcp.gc.ca>
Cc: Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: RE: Ringtail - review process

And apologies for the very short notice.

Is 1400-1500 better – for me it is completely open right now if that is more flexible for all. I expect 30 mins for the call. Thanks.

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From: Neilson, David <David.Neilson@pco-bcp.gc.ca>
Sent: Thursday, December 3, 2020 12:43 PM
To: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Saikaly, Jessica <Jessica.Saikaly@pco-bcp.gc.ca>
Cc: Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>
Subject: RE: Ringtail - review process

Hi Marta,

I'm back to back all afternoon, I'll see if I can move something.

Thanks,

David

David Neilson

Executive Director / Access to Information and Privacy & Information Management
Privy Council Office / Government of Canada
David.Neilson@pco-bcp.gc.ca / Tel. 613-957-5228 / Fax 613-960-4201

Directeur exécutif / Accès à l'information et protection des renseignements personnels et Gestion de l'information
Bureau du Conseil privé / Gouvernement du Canada
David.Neilson@pco-bcp.gc.ca / Tél. 613-957-5228 / Télécopieur 613-960-4201

From: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Sent: Thursday, December 3, 2020 12:39 PM
To: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Saikaly, Jessica <Jessica.Saikaly@pco-bcp.gc.ca>
Cc: Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>
Subject: RE: Ringtail - review process
Importance: High

s.23

Jessica would you be able to coordinate a Teams call please, assuming everyone else can fit something in between those times?

Many thanks colleagues

Marta

Marta Mulkins
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Cell:
Marta. mulkins@pco-bcp.gc.ca

s.16(2)

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From: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Sent: Thursday, December 3, 2020 10:17 AM
To: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Cc: Neilson, David <David.Neilson@pco-bcp.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>
Subject: Re: Ringtail - review process

[redacted]

Vanessa Brochet
613-697-3586

On Dec 3, 2020, at 10:09 AM, Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca> wrote:

[redacted]

From: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Sent: Wednesday, December 2, 2020 9:32 PM
To: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>
Subject: RE: Ringtail - review process

Hello Marta,

[redacted]

Pages 565 to / à 566
are withheld pursuant to section
sont retenues en vertu de l'article

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Simmering, William

From: Jeffrey, Tamara
Sent: Thursday, December 3, 2020 9:34 AM
To: Rivet, Raymond
Subject: Document Collection - Update

Bonjour Raymond,

Aurais-tu une mise-a-jour sur le processus de collection de document liée a la motion de la chambre sur COVID-19 pour votre groupe? Seriez-vous en mesure de compléter l'exercice de collection pour les documents et courriels protégé B et non-classifier avant la fin de cette semaine? Les documents et courriels secret pourrais suivre quelque jours plus tard si il reste du boulot à faire.

De plus, est-ce que votre groupe a identifier une ou deux personnes qui serait des expert en la matière et feront la mise en évidence (surligner) de vos documents dans le système Ringtail. Nous aimerions débuter le processus d'accès au system et ces gens devront prendre une formation d'une heure offerte par DoJ. La formation est offerte quotidiennement à 14 h cette semaine et 13 heure la semaine prochaine par WebEx.

Merci,

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: s.16(2)
Tamara.Jeffrey@pco-bcp.gc.ca

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Simmering, William

From: Rivet, Raymond
Sent: Thursday, December 3, 2020 4:00 PM
To: Martel, Camille
Subject: RE: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

I'm on a call right now but I can call afterwards. In my initial try, the pst folder did not work but I deleted it, started over and it did work.
RR

From: Martel, Camille <Camille.Martel@pco-bcp.gc.ca>
Sent: 3 décembre 2020 15:58
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Cc: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Subject: RE: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

I tried IT and they weren't able to help me… so really at a loss for how to go about this.

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Thursday, December 3, 2020 3:38 PM
To: Martel, Camille <Camille.Martel@pco-bcp.gc.ca>
Subject: RE: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

I can do a quick call now if you're avail.

From: Martel, Camille <Camille.Martel@pco-bcp.gc.ca>
Sent: 3 décembre 2020 14:53
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Fennell, Melissa <Melissa.Fennell@pco-bcp.gc.ca>; Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>
Cc: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Subject: RE: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Raymond,
Step 4 on page 2 of the preservation protocol for outlook files does not work. Can you please advise on how to copy emails from the search folder to the .pdf folder, please?
Thanks,
Camille

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Tuesday, December 1, 2020 1:24 PM
To: Fennell, Melissa <Melissa.Fennell@pco-bcp.gc.ca>; Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>; Martel, Camille <Camille.Martel@pco-bcp.gc.ca>

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Cc: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Subject: FW: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Resending the attached instructions (preservation protocols) for our 1:30 call.

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: 25 novembre 2020 13:59
To: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Good Afternoon,

This is a follow up to this morning's tasking for records in response to the October 26, 2020 House of Commons Motion to Provide Documents to the Standing Committee on Health (Covid-19 Pandemic).
I will be the point of contact for Communications and Consultations and for the COVID-19 Communications Hub. Please share this request with members of your team as appropriate. If you have a nil response, please advise us as well.

The attached guidance documents were provided to departments by Justice Canada. They contain instructions for saving relevant documents to four (4) folders that have been created on PCO's network drive S:\ to store Outlook data files (emails and attachments) and Local Drive and Shared Drive documents. The four folders are the following:

i. Outlook– Protected B, Protected A and Unclassified
ii. Outlook – Secret
iii. Documents– Protected B, Protected A and Unclassified
iv. Documents – Secret

We are now asking PCO branches to collect relevant records, in accordance with these guidelines, in preparation for uploading into Ringtail. Background on Ringtail appears below (for info only) but the Ringtail step will be handled by PCO IT.

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Every individual who has relevant documents is asked to create a subfolder within each of the four (4) folders above, as required. Each subfolder must be named as follows: **Last Name, First Name**.

Individuals who have identified documents relevant to the Motion must read the attached protocols for preserving the documents:

i. Preservation Protocols for Custodians - Microsoft Outlook
ii. Preservation Protocol for Custodians – Local and Shared Drive on a Network

Please note the following exceptions to the Justice Canada guidance:

Preservation Protocol – Local and Shared Drives (documents on):
Point 2 indicates: You will receive an email from the Motion Coordinator in which you will be provided with the following links – There is no link provided. The folders are accessible in the usual fashion on the S:\ drive.
Point 4 (Password protected documents) makes reference to providing information to the departmental IT official. For PCO, that information is to be saved on the S:\ drive using the attached template.

Preservation Protocol – Outlook:
There are no exceptions for the instructions for saving emails but it is important to go through the steps in Annex II, Creating an Outlook Data File. Creating this file (also know as a .pst file) has a number of steps but it will save time in the end since emails saved to this data file will automatically be transfered to the folder you have created in the S:\ drive.

Background on Ringtail

To compile the Government's response to the motion, an eDiscovery document review platform called Ringtail will be used to store all responsive documents, and to review and redact them. Two databases will be created – one rated for Secret documents, another for Protected B and unclassified documents. These databases will be housed in the Ringtail environments of the Department of Justice.

Ringtail has several analytics functions that will make document review and redaction more efficient and consistent:

- Identical documents can be identified: duplicates can be eliminated from review.
- Chains of emails can be identified and only those emails needed to provide all the content in the email chain need be reviewed.
- Documents are fully indexed and their content can be searched.
- Documents that are conceptually related can be clustered and tasked to the same reviewer.
- Workflows can direct documents to reviewers in structured assignments; progress on assignments can be monitored; when they have been reviewed, documents can be put into new workflows for quality control assessment.

Upon completion of the transmittal of the PCO holdings the Department of Justice, subject matter experts will be given access to Ringtail to review and highlight sensitive information contained in the Department's records. For the database of Protected B and unclassified documents, subject matter experts will be issued credentials and a Cryptocard to access the database remotely. The Secret database will only be accessible by visiting the Department of Justice offices.

Important: The analytics functions of Ringtail require that we collect documents in their native format: their content and metadata should not be altered.

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Please complete the work of collecting records as soon as possible. If you encounter difficulties unencrypting a document, please do not hesitate to contact me by email or phone ( ). s.16(2)

Finally, please remember, this was not my idea. I'm just trying to help.

Raymond Rivet
Director, Corporate and Strategic Integration
Directeur, Intégration ministérielle et stratégique
Privy Council Office I Bureau du Conseil privé

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Simmering, William

From: Jones, Murray
Sent: Thursday, December 3, 2020 12:02 PM
To: Rivet, Raymond
Cc: Dhillon, Sherry
Subject: RE: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Hi Ray, my file on the drive is complete. Thank you!

Murray Jones
Privy Council Office / Bureau du Conseil privé
[redacted] s.16(2)
murray.jones@pco-bcp.gc.ca

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: December 3, 2020 11:54 AM
To: McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Martel, Camille <Camille.Martel@pco-bcp.gc.ca>; Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
Cc: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Subject: \FW: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Good morning. I am following up on the motion to provide documents to the standing committee.
You have received this message because you have saved emails\documents to the S:\ drive or have indicated that you intend to save documents to the S:\ drive.

If you have saved documents to the S:\ drive, please indicate if you have completed the exercise of if you plan to add additional documents.
If you have yet to save your documents to the S:\drive, please indicate when you will likely complete this exercise.
Thanks very much for your input.

RR
[redacted]

From: Rivet, Raymond
Sent: 25 novembre 2020 13:59
To: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-

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bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Good Afternoon,

This is a follow up to this morning's tasking for records in response to the October 26, 2020 House of Commons Motion to Provide Documents to the Standing Committee on Health (Covid-19 Pandemic).
I will be the point of contact for Communications and Consultations and for the COVID-19 Communications Hub. Please share this request with members of your team as appropriate. If you have a nil response, please advise us as well.

The attached guidance documents were provided to departments by Justice Canada. They contain instructions for saving relevant documents to four (4) folders that have been created on PCO's network drive S:\ to store Outlook data files (emails and attachments) and Local Drive and Shared Drive documents. The four folders are the following:

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ii. Outlook – Secret
iii. Documents– Protected B, Protected A and Unclassified
iv. Documents – Secret

We are now asking PCO branches to collect relevant records, in accordance with these guidelines, in preparation for uploading into Ringtail. Background on Ringtail appears below (for info only) but the Ringtail step will be handled by PCO IT.

Every individual who has relevant documents is asked to create a subfolder within each of the four (4) folders above, as required. Each subfolder must be named as follows: **Last Name, First Name**.

Individuals who have identified documents relevant to the Motion must read the attached protocols for preserving the documents:

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Please note the following exceptions to the Justice Canada guidance:

Preservation Protocol – Local and Shared Drives (documents on):
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Point 4 (Password protected documents) makes reference to providing information to the departmental IT official. For PCO, that information is to be saved on the S:\ drive using the attached template.

Preservation Protocol – Outlook:

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There are no exceptions for the instructions for saving emails but it is important to go through the steps in Annex II, Creating an Outlook Data File. Creating this file (also know as a .pst file) has a number of steps but it will save time in the end since emails saved to this data file will automatically be transfered to the folder you have created in the S:\ drive.

Background on Ringtail

To compile the Government's response to the motion, an eDiscovery document review platform called Ringtail will be used to store all responsive documents, and to review and redact them. Two databases will be created – one rated for Secret documents, another for Protected B and unclassified documents. These databases will be housed in the Ringtail environments of the Department of Justice.

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Upon completion of the transmittal of the PCO holdings the Department of Justice, subject matter experts will be given access to Ringtail to review and highlight sensitive information contained in the Department's records. For the database of Protected B and unclassified documents, subject matter experts will be issued credentials and a Cryptocard to access the database remotely. The Secret database will only be accessible by visiting the Department of Justice offices.

Important: The analytics functions of Ringtail require that we collect documents in their native format: their content and metadata should not be altered.

Please complete the work of collecting records as soon as possible. If you encounter difficulties unencrypting a document, please do not hesitate to contact me by email or phone ( ). s.16(2)

Finally, please remember, this was not my idea. I'm just trying to help.

Raymond Rivet
Director, Corporate and Strategic Integration
Directeur, Intégration ministérielle et stratégique
Privy Council Office I Bureau du Conseil privé

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Simmering, William

From: Rivet, Raymond
Sent: Thursday, December 3, 2020 12:37 PM
To: Martel, Camille
Subject: RE: Motion

Indeed.

From: Martel, Camille <Camille.Martel@pco-bcp.gc.ca>
Sent: 3 décembre 2020 12:37
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: RE: Motion

I unfortunately don't have the bandwidth to do that right now. Thanks

---

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Thursday, December 3, 2020 12:36 PM
To: Martel, Camille <Camille.Martel@pco-bcp.gc.ca>
Subject: RE: Motion

Thanks Camille but the files need to be in pst. format. The emails need to be saved to the pst folder you create in Outlook. When you save them, they are automatically transferred to the S:\ drive.

From: Martel, Camille <Camille.Martel@pco-bcp.gc.ca>
Sent: 3 décembre 2020 11:36
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: RE: Motion

All done.

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Thursday, December 3, 2020 11:30 AM
To: Martel, Camille <Camille.Martel@pco-bcp.gc.ca>
Subject: Motion

Hi Camille,
Regarding the folders you created on the S:\ drive. It is not necessary to create subfolders in the main folder you created.
Could you pls remove the subfolders? That way, the emails you save to your Outlook pst file will automatically be transferred to the one folder on the S:\ drive.
Thanks
RR

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Simmering, William

From: Butara, Frank
Sent: Thursday, December 3, 2020 11:41 AM
To: Mondou, Isabelle
Cc: MacKillop, Ken; Cummings, Laura
Subject: RE: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-12-02_track changes
Attachments: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03.docx

Bonjour Isabelle.

Attached are the update motion MLQAs (clean version). In terms of next steps, I believe you had wanted to share them with some DMs, correct?

Please note that there is one comment in the document to remind us to update a QA once we have more information on what is being released.

Merci,

Frank

s.16(2)

Frank Butara
Privy Council Office / Bureau du Conseil privé
Mobile: [redacted]

From: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Sent: Wednesday, December 2, 2020 9:47 PM
To: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Cummings, Laura <Laura.Cummings@pco-bcp.gc.ca>
Cc: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Subject: FW: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-12-02_track changes

[redacted] s.23

From: van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>
Sent: Wednesday, December 2, 2020 9:02 PM
To: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Cc: Elisabeth.Eid@justice.gc.ca; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Subject: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-12-02_track changes

s.23

[redacted]

Jodie

Jodie van Dieen
Counsel to the Clerk of the Privy Council and Assistant Deputy Minister
Privy Council Office Legal Services Sector |
Conseillère juridique auprès du greffier du Conseil privé et sous-ministre adjointe
Secteur des services juridiques du Bureau du Conseil privé
Telephone | Téléphone: 613-957-5726

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Pages 579 to / à 584
are withheld pursuant to section
sont retenues en vertu de l'article

23

of the Access to Information Act
de la Accès à l'information

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Simmering, William

From: Butara, Frank
Sent: Thursday, December 3, 2020 5:51 PM
To: Rivet, Raymond; Patterson, Adine
Cc: Martel, Camille; Levesque, Michael
Subject: RE: pst format for files

All done Ray! Thanks!

Frank Butara
Privy Council Office / Bureau du Conseil privé
Mobile: [redacted]

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Thursday, December 3, 2020 12:42 PM
To: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>
Cc: Martel, Camille <Camille.Martel@pco-bcp.gc.ca>
Subject: pst format for files

Hi Frank and Adine,
The files to be transferred to the S:\ drive need to be in pst. format. The emails need to be saved to the pst folder you create in Outlook. When you save them, they are automatically transferred to the S:\ drive.
I've sent the same message to Camille. We can't do this for you.

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Simmering, William

From: Jeffrey, Tamara
Sent: Thursday, December 3, 2020 10:12 AM
To: Rivet, Raymond; Dhillon, Sherry
Subject: Ringtail Training
Attachments: NUIX Redaction Training - Sign Up Sheet (DF).xlsx

Good Morning,

You have been identified as Subject Matter Experts / Reviewers for your respective branch/division with regards to the October 26 House Motion (Covid-19). Prior to beginning the work of reviewing and highlighting sensitive information, you will need to complete a 1-hour training on the use of the eDiscovery platform Ringtail. This training is offered daily via WebEx by the Department of Justice.

Attached is the list of possible dates for Ringtail training. If you could please identify your preferred dates for training, and return the form to Diane Field (Diane.Field@justice.gc.ca), she will take care of the registration along with the training team.

Should you have any questions or concerns, please do not hesitate to ask.

Thank you,

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted] s.16(2)
Tamara.Jeffrey@pco-bcp.gc.ca

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NUIX Discover Training (these sessions are one hour and start at 2:00pm-EST via MS Teams)

Nov-30	Dec-01	Dec-02	Dec-03	Dec-04
Irene/Jessica	Laura / Jessica	Laura /Jessica	Irene/Shelby	Irene/Shelby
This session is FULL	This sessions FULL	This session is Full		

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NUIX Discover Training (these sessions are one hour and start at 1:00pm-EST via MS Teams)				
Dec-07	**Dec-08**	**Dec-09**	**Dec-10**	**Dec-11**
Shelby/Jessica	Shelby/Jessica	Shelby/Jessica	Shelby/Jessica	Irene/Shelby

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Simmering, William

From: McLaren, Steven
Sent: Thursday, December 3, 2020 12:02 PM
To: Rivet, Raymond
Subject: Re: \FW: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Hi Raymond, I have completed the retrieval.

Sent from my iPhone

On Dec 3, 2020, at 11:54 AM, Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca> wrote:

Good morning. I am following up on the motion to provide documents to the standing committee.
You have received this message because you have saved emails\documents to the S:\ drive or have indicated that you intend to save documents to the S:\ drive.

If you have saved documents to the S:\ drive, please indicate if you have completed the exercise of if you plan to add additional documents.
If you have yet to save your documents to the S:\drive, please indicate when you will likely complete this exercise.
Thanks very much for your input.

s.16(2)

RR

From: Rivet, Raymond
Sent: 25 novembre 2020 13:59
To: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>;

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Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Good Afternoon,

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Directeur, Intégration ministérielle et stratégique
Privy Council Office I Bureau du Conseil privé

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Simmering, William

From: MacKillop, Ken
Sent: Thursday, December 3, 2020 4:45 PM
To: Rivet, Raymond; McLaren, Steven; Martel, Camille; Patterson, Adine; Butara, Frank; Jones, Murray; Chretien, Kimberley; Tessier, Jean
Cc: Hamel, Guylaine; Dhillon, Sherry
Subject: RE: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Colleagues,

This is a response to a Parliamentary Motion and your full attention to this task is required please.

Thanks

Ken

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: December 3, 2020 11:54 AM
To: McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Martel, Camille <Camille.Martel@pco-bcp.gc.ca>; Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
Cc: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Subject: \FW: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Good morning. I am following up on the motion to provide documents to the standing committee.
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RR [redacted] **s.16(2)**

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<Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
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Upon completion of the transmittal of the PCO holdings the Department of Justice, subject matter experts will be given access to Ringtail to review and highlight sensitive information contained in the Department's records. For the database of Protected B and unclassified documents, subject matter experts will be issued credentials and a Cryptocard to access the database remotely. The Secret database will only be accessible by visiting the Department of Justice offices.

Important: The analytics functions of Ringtail require that we collect documents in their native format: their content and metadata should not be altered.

Please complete the work of collecting records as soon as possible. If you encounter difficulties unencrypting a document, please do not hesitate to contact me by email or phone ( ).

s.16(2)

Finally, please remember, this was not my idea. I'm just trying to help.

Raymond Rivet
Director, Corporate and Strategic Integration
Directeur, Intégration ministérielle et stratégique
Privy Council Office I Bureau du Conseil privé

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Simmering, William

From: Wong-Fortin, Bonny
Sent: Thursday, December 3, 2020 2:06 PM
To: Babad, Luke; Blanchard, Dominique
Subject: RE: Page counts

Likewise, we hadn't amended our estimates. In fact, Jean and Marta both reinforced that our methodology and interpretations had been sound.

-----Original Message-----
From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Thursday, December 3, 2020 2:05 PM
To: Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>
Cc: Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>
Subject: Re: Page counts

Bonny may have more updated info but when we spoke to Maia's team the other night it resulted in no change to the page count.

They may have lowered it in recognition that many of our emails are likely to be duplicates but that's the only reason it would have changed.

Sent from my iPhone

> On Dec 3, 2020, at 1:58 PM, Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca> wrote:
>
> Hi - just wondering where this is landing for us? I understand from Maia that our estimate has come down
>
> Thanks
> Dom
>

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Simmering, William

From: Jeffrey, Tamara
Sent: Thursday, December 3, 2020 9:16 AM
To: Babad, Luke
Subject: RE: Ringtail Training

s.16(2)

Great! Priority is the Protected B group, we can always upload the Secret ones a bit later!

Please ensure all .pst files are no longer attached to outlook when you have completed the collection (e.g., closed the data files). This will allow for the smooth transfer of documents to Ringtail.

Merci.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Thursday, December 3, 2020 9:12 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: Re: Ringtail Training

Morning Tamara,

Gentling nudging one last very high-ranking team member to finish up emails.

All documents are complete, and all emails from analysts and two directors of ops.

Will push as hard as I can this morning!
Luke

Sent from my iPhone

> On Dec 3, 2020, at 9:10 AM, Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca> wrote:
>
> Good Morning Luke,
>
> Just wanted to check-in to see if your collection was complete and whether we could start transferring them to Ringtail? I'm particularly interest in your Protected B group of documents.
>
> Thank you,
>
> Tamara Jeffrey

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Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

s.16(2)

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Wednesday, December 2, 2020 9:38 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>
Subject: RE: Ringtail Training

It's going very well. We are backing up our last e-mails this morning and all other documents have been submitted.

To note though, we had a chat with Marta late yesterday and gave her two examples of items we have not deemed commercially sensitive – she's bringing that back to your team, and if they in fact ought to be excluded we will have to re-scope (which should be a fairly quick deleting process).

I'll circle back to you when complete, if helpful.

Luke

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: Wednesday, December 2, 2020 9:35 AM
To: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Cc: Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>
Subject: RE: Ringtail Training

Of course, not a problem. I will add her to those being granted access to Ringtail. Please forward her the email for training.

Out of curiosity, how is the collection process going for your group?

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Wednesday, December 2, 2020 9:27 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>
Subject: RE: Ringtail Training

Hey Tamara,

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Just noticing Anke Shi isn't on this list. Are we still ok to loop her in as a third SME for our team given the volume of content we have? If so, I'll forward to her.

s.16(2)

Luke

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: Wednesday, December 2, 2020 8:16 AM
To: Lefebvre, Alexandre <Alexandre.Lefebvre@pco-bcp.gc.ca>; Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>; Babad, Luke <Luke.Babad@pco-bcp.gc.ca>; Chiu, Marian <Marian.Chiu@pco-bcp.gc.ca>; Furlong, Brenna <Brenna.Furlong@pco-bcp.gc.ca>; Bassett, Kristen <Kristen.Bassett@pco-bcp.gc.ca>; Pike, Rachelle <Rachelle.Pike@pco-bcp.gc.ca>; Marchington, Erin <Erin.Marchington@pco-bcp.gc.ca>; Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>; Coughlin, Tatianna <Tatianna.Coughlin@pco-bcp.gc.ca>; Bolyea, Paula <Paula.Bolyea@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Subject: Ringtail Training

Good Morning,

You have been identified as Subject Matter Experts / Reviewers for your respective branch/division with regards to the October 26 House Motion (Covid-19). Prior to beginning the work of reviewing and highlighting sensitive information, you will need to complete a 1-hour training on the use of the eDiscovery platform Ringtail. This training is offered daily via WebEx by the Department of Justice.

Attached is the list of possible dates for Ringtail training. If you could please identify your preferred dates for training, and return the form to Diane Field (Diane.Field@justice.gc.ca), she will take care of the registration along with the training team.

Should you have any questions or concerns, please do not hesitate to ask.

Thank you,

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

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Simmering, William

From: Kasouf, Steven
Sent: Friday, December 4, 2020 9:38 PM
To: Neilson, David; Coughlin, Tatianna
Cc: Mariani, Natalina
Subject: RE: health motion

We're also done the first batch of COVID Secretariat docs. Just waiting for the green light for the next one which we are told will be tomorrow.

Steven Kasouf

Deputy Director, Access to Information and Privacy
Tel: 613-960-4085
Fax: 613-960-4201
steven.kasouf@pco-bcp.gc.ca

Directeur adjoint, Accès à l'information et la protection des renseignements personnels
Tél: 613-960-4085
Télécopieur: 613-960-4201
steven.kasouf@pco-bcp.gc.ca

From: Neilson, David <David.Neilson@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 9:17 PM
To: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>; Coughlin, Tatianna <Tatianna.Coughlin@pco-bcp.gc.ca>
Cc: Mariani, Natalina <Natalina.Mariani@pco-bcp.gc.ca>
Subject: Fwd: health motion

FYI

I told them we have completed the review of the ERDP information and are waiting on the SME review of the COVID secretariat information.

Thanks,

David

David Neilson
Executive Director ATIP/IM

Begin forwarded message:

> **From:** "Brochet, Vanessa" <Vanessa.Brochet@pco-bcp.gc.ca>
> **Date:** December 4, 2020 at 7:15:38 PM EST
> **To:** "Jeffrey, Tamara" <Tamara.Jeffrey@pco-bcp.gc.ca>
> **Cc:** "Oliveira, Monique" <Monique.Oliveira@pco-bcp.gc.ca>, "Moreau-Tremblay, Christine (CCLU.GJCC)" <Christine.Moreau-Tremblay@pco-bcp.gc.ca>, "Cintrat, Jean" <Jean.Cintrat@pco-bcp.gc.ca>, "Neilson,

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David" <David.Neilson@pco-bcp.gc.ca>, "Mulkins, Marta" <Marta.Mulkins@pco-bcp.gc.ca>
Subject: Re: health motion

All: i suggest we will only focus on covid secretariat collection and erdp this weekend even if other documents are uploaded. There is no time to complete full cycle of review and approval for other sectors.
We will need to end review and at noon sunday in order to package bonders and get approvals by ASD on sunday. We will need all day Monday to prepare the usb keys. Note that the covid sec collection is thousands of pages.

That is if you Forego the merge with Health canada production- i recommend that you touch base with James To confirm if pco should produce without a health canada merge and if not what is his cut off date. If it is tomorrow -maybe the very few erdp documents can be approved and provided to doj. Again please liaise with James on this. Monique will be supporting reviewers tomorrow, if any.
Please identify QC reviewere for the covid collection if you plan on doing this over the weekend.

Vanessa Brochet
613-697-3586

On Dec 4, 2020, at 4:49 PM, Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca> wrote:

Hi Vanessa,

We are waiting for 1 other person from P&P to confirm that they have completed their collection (Shannon Nix).

I suspect at least the COVID-19 secretariat will be coming in the office to continue the binary review work. I can't speak for the other groups. Jean, do you have any additional intel?

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

s.16(2)

From: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 4:09 PM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>; Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: RE: health motion

Thank you.
Are those ALL the P&P documents? We should upload once the entire branch is ready.

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If yes, I suspect those can be uploaded tonight.
Let us know if you think the SMEs will be coming in the office to review over the weekend so we can send them the link.

Vanessa Brochet
Director and General Counsel - Directrice and avocate générale
Privy Council Office Legal Services Sector | Secteur des services juridiques du Bureau du Conseil privé
Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister | Bureau de la conseillère juridique auprès du greffier du Conseil privé et sous-ministre adjointe
(613) 697-3586 Vanessa.Brochet@pco-bcp.gc.ca

De : Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Envoyé : 4 décembre 2020 16:01
À : Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>; Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Cc : Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Objet : RE: health motion

Good Afternoon,

Please note that the records for Mary-Ann Hubers (P&P) are ready for upload to the Ringtail system.

Thank you,

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted] s.16(2)
Tamara.Jeffrey@pco-bcp.gc.ca

From: Hubers, Mary-Ann <Mary-Ann.Hubers@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 2:45 PM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>
Subject: RE: health motion

All secret documents have now been added into my sub-folder on S drive along with a document which contains passwords. My transfer of documents is now complete and IT can do whatever they need to do next.

one Q – now that emails have been transferred to S drive, can I delete the originals (non pst versions) from my outlook?

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Thanks.

Mary-Ann

From: Hubers, Mary-Ann
Sent: Thursday, December 3, 2020 10:15 PM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>
Subject: RE: health motion

ok. thanks. I have added the document containing passwords to the Outlook Secret sub-folder on the S drive. I will add the document containing passwords for the other S drive sub-folder tomorrow once I locate the one missing document and let you know when this has been done so that it can be uploaded by IT into Ringtail which I understand is the next step.

Thanks for all your work on this – I am sure this is a ridiculous amount of work for you.

Mary-Ann

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: Thursday, December 3, 2020 9:59 PM
To: Hubers, Mary-Ann <Mary-Ann.Hubers@pco-bcp.gc.ca>; Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>
Subject: RE: health motion

Good evening Mary-Ann,

You can simply add the document containing your passwords to the relevant "S" drive folder or if you would feel more comfortable, you can send the list of passwords to Monique and myself.

Thank you,

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

From: Hubers, Mary-Ann <Mary-Ann.Hubers@pco-bcp.gc.ca>
Sent: Thursday, December 3, 2020 9:52 PM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>
Subject: health motion

Hi Tamara and Monique,

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I have completed the transfer of my Microsoft outlook emails to the S drive outlook sub-folder created under my name and nearly completed (waiting for one final document) the transfer of relevant documents to the S drive documents sub-folder.
My question now is who should I be sending my list of passwords to?

Many thanks.

Mary-Ann Hubers
Director of Operations | Directrice des opérations
Priorities and Planning | Priorités et planification
Privy Council Office | Bureau du Conseil privé
Telephone | Téléphone 613-948-6506
Government of Canada | Gouvernement du Canada
Cellular| Céllulaire: [redacted]

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Simmering, William

From: Brochet, Vanessa
Sent: Friday, December 4, 2020 10:24 AM
To: Jeffrey, Tamara; Oliveira, Monique
Cc: Neilson, David
Subject: RE: Ringtail

Tamara, David,
I sent an email with our details for next steps. I trust this will assist in organizing your teams' work for today. Let me know if you have questions or issues.

We should touch base this afternoon to discuss weekend work.

Vanessa Brochet
Director and General Counsel - Directrice and avocate générale
Privy Council Office Legal Services Sector | Secteur des services juridiques du Bureau du Conseil privé
Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister | Bureau de la conseillère juridique auprès du greffier du Conseil privé et sous-ministre adjointe
(613) 697-3586 Vanessa.Brochet@pco-bcp.gc.ca

De : Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Envoyé : 4 décembre 2020 10:09
À : Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>
Cc : Neilson, David <David.Neilson@pco-bcp.gc.ca>
Objet : RE: Ringtail

Hi Vanessa,

I am available for such a call at your convenience.

Thank you,

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted] s.16(2)
Tamara.Jeffrey@pco-bcp.gc.ca

From: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 10:06 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>
Cc: Neilson, David <David.Neilson@pco-bcp.gc.ca>
Subject: RE: Ringtail

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David and Tamara can we speak so that we can agree on the plan for today?

Vanessa Brochet
Director and General Counsel - Directrice and avocate générale
Privy Council Office Legal Services Sector | Secteur des services juridiques du Bureau du Conseil privé
Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister | Bureau de la conseillère juridique auprès du greffier du Conseil privé et sous-ministre adjointe
(613) 697-3586 Vanessa.Brochet@pco-bcp.gc.ca

De : Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Envoyé : 4 décembre 2020 09:29
À : Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>
Cc : Neilson, David <David.Neilson@pco-bcp.gc.ca>
Objet : RE: Ringtail

Hi Vanessa,

The SMEs for Covid Secretariat are ready to start the binary review as soon as their collection was uploaded (which I assume by the message below that this is now complete). Do you know roughly how many pages stemmed from the ingestions of documents from COVID Secretariat?

For the Clerk's Office, we continue to discuss an approach on how to treat those documents. I will discuss with Jean at our 9:30 meeting and provide you an SME as soon as possible.

Of note, we anticipate receiving notice from Sr. Personnel, Comms, P&P and LSMP that they have completed their collection.

Thank you,

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

s.16(2)

From: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 9:17 AM
To: Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>
Cc: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>
Subject: Re: Ringtail

Thx. So will they be doing QC for the erdp collection? I think we should also send the link to the covid secreterait SMEs to start review. Im not sure who is reviewing the clerks office documents, those individuals also could start.

Vanessa Brochet
613-697-3586

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On Dec 4, 2020, at 9:11 AM, Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca> wrote:

Hi David,

I will reach out to them shortly with the Ringtail Application link and temporary password.

Mo

Monique Oliveira
Senior Paralegal / Parajuriste principale
Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister /
Bureau de la conseillère juridique auprès du greffier du Conseil privé et sous-ministre adjointe
Privy Council Office Legal Services Sector / Secteur des services juridiques du Bureau du Conseil privé
Teleworking / Télétravail **s.16(2)**
Cell: [redacted]
Monique.Oliveira@pco-bcp.gc.ca
Solicitor-Client Privilege/Protected
Privilège avocat-client/Protégé

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 9:08 AM
To: Neilson, David <David.Neilson@pco-bcp.gc.ca>
Cc: Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>
Subject: RE: Ringtail

Hi David,

According to my list, they already have access to the system. I've copied in Monique who can confirm and provide any links required.

Thank you,

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted] **s.16(2)**
Tamara.Jeffrey@pco-bcp.gc.ca

From: Neilson, David <David.Neilson@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 8:48 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: Ringtail

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Hi Tamara,

Do you know when Steven Kasouf and Tatianna Coughlin will get access to Ringtail?

Thanks,

David

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Simmering, William

From: Brochet, Vanessa
Sent: Friday, December 4, 2020 10:19 AM
To: Jeffrey, Tamara; Oliveira, Monique
Cc: Neilson, David; Moreau-Tremblay, Christine (CCLU.GJCC)
Subject: RE: Ringtail

Hello, here are the updates as of 10:00 Dec 4th.

ERDP: the protected B collection is ready for QC. We understand this will be done by ATIP SMEs (Kasouf/Coughlin). The QC consists of reviewing the green documents – tagged ready for production – to confirm no redaction needed. Monique ca give a quick tutorial on how to do that.

COVIDSec: documents are still uploading, this has been going on all night. There are 1000 documents already loaded that can be reviewed. We will send the link to two SMEs for this branch (Luke/Alexandre). Their first pass review is to identify whether the document needs redactions or not.

Clerk's office: those documents are still uploading but they can be viewed for purpose of first pass. We will send link once SMEs are identified.

Notes to all reviewers:
At this moment, the two reviewers should respectively start from the top of the list and the bottom to avoid treating the same document. Once all the documents will be loaded we will organize the documents in groups for assignment to avoid duplication of effort.
Ensure that you have installed chrome on cabnet (in the softwaed centre) to open Ringtail.

WE do not have a total page number as things are loading still but there appears to be nearly 5000 pages.

Vanessa Brochet
Director and General Counsel - Directrice and avocate générale
Privy Council Office Legal Services Sector | Secteur des services juridiques du Bureau du Conseil privé
Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister | Bureau de la conseillère juridique auprès du greffier du Conseil privé et sous-ministre adjointe
(613) 697-3586 Vanessa.Brochet@pco-bcp.gc.ca

De : Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Envoyé : 4 décembre 2020 09:29
À : Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>
Cc : Neilson, David <David.Neilson@pco-bcp.gc.ca>
Objet : RE: Ringtail

Hi Vanessa,

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

The SMEs for Covid Secretariat are ready to start the binary review as soon as their collection was uploaded (which I assume by the message below that this is now complete). Do you know roughly how many pages stemmed from the ingestions of documents from COVID Secretariat?

For the Clerk's Office, we continue to discuss an approach on how to treat those documents. I will discuss with Jean at our 9:30 meeting and provide you an SME as soon as possible.

Of note, we anticipate receiving notice from Sr. Personnel, Comms, P&P and LSMP that they have completed their collection.

Thank you,

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343 s.16(2)
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

From: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 9:17 AM
To: Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>
Cc: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>
Subject: Re: Ringtail

Thx. So will they be doing QC for the erdp collection? I think we should also send the link to the covid secreterait SMEs to start review. Im not sure who is reviewing the clerks office documents, those individuals also could start.

Vanessa Brochet
613-697-3586

> On Dec 4, 2020, at 9:11 AM, Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca> wrote:
>
> Hi David,
>
> I will reach out to them shortly with the Ringtail Application link and temporary password.
>
> Mo
>
> Monique Oliveira
> Senior Paralegal / Parajuriste principale
> Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister /
> Bureau de la conseillère juridique auprès du greffier du Conseil privé et sous-ministre adjointe
> Privy Council Office Legal Services Sector / Secteur des services juridiques du Bureau du Conseil privé
> **Teleworking / Télétravail**

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Cell: [redacted]
Monique.Oliveira@pco-bcp.gc.ca
Solicitor-Client Privilege/Protected
Privilège avocat-client/Protégé

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 9:08 AM
To: Neilson, David <David.Neilson@pco-bcp.gc.ca>
Cc: Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>
Subject: RE: Ringtail

Hi David,

According to my list, they already have access to the system. I've copied in Monique who can confirm and provide any links required.

Thank you,

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

From: Neilson, David <David.Neilson@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 8:48 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: Ringtail

Hi Tamara,

Do you know when Steven Kasouf and Tatianna Coughlin will get access to Ringtail?

Thanks,

David

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Simmering, William

From: Butara, Frank **s.16(2)**
Sent: Friday, December 4, 2020 11:19 AM
To: Martel, Camille; Patterson, Adine; Fennell, Melissa
Subject: FW: Health motion - PCO documents

Just fyi -

Frank Butara
Privy Council Office / Bureau du Conseil privé
Mobile: [redacted]

From: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 11:16 AM
To: Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Shannon, Tara <Tara.Shannon@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Baird, Louise <Louise.Baird@pco-bcp.gc.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Roussy, Daniel <Daniel.Roussy@pco-bcp.gc.ca>; van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; Merissa, Rahel <Rahel.Merissa@pco-bcp.gc.ca>; Bisson, Melissa <Melissa.Bisson@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Muir, Alexandra <Alexandra.Muir@pco-bcp.gc.ca>; Malone, Lorna <Lorna.Malone@pco-bcp.gc.ca>; Champoux, Elizabeth <Elizabeth.Champoux@pco-bcp.gc.ca>; Adler, Jeremy <Jeremy.Adler@pco-bcp.gc.ca>; Harty, Siobhan <Siobhan.Harty@pco-bcp.gc.ca>; Brunelle-Côté, Antoine <Antoine.Brunelle-Cote@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Perreault, Claudie <Claudie.Perreault@pco-bcp.gc.ca>; Bowles, Louise <Louise.Bowles@pco-bcp.gc.ca>; Fung, Jennifer <Jennifer.Fung@pco-bcp.gc.ca>; Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>
Subject: Health motion - PCO documents

Colleagues,

A quick reminder regarding immediate next steps: Our focus between now and Monday, December 7, is on the identification of documents that could be released without any redactions. Branches are asked to first review documents in the Protected B database (in the Ringtail environment) to do this initial "binary" review, with a view to releasing as many documents as possible in the first batch on Monday.

Here is the process:

1. Once the collection of documents is complete, it is uploaded to PCO's Ringtail in one of two environments (Unprotected (Protected B and below) and Classified).
2. Once documents have been uploaded, Subject-Matter Experts (SMEs) do a binary review of the documents in the Protected B and below environment (documents and emails), to decide whether documents require redactions (Y/N). **s.23**
3. [redacted]

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4. Branch senior official (recommend it be at Assistant Deputy Secretary / ADM level) sign off on their documents for release (working from Ringtail).
5. The documents identified as not requiring further manipulation or redactions will form part of the package of documents to be released on December 7.

Please ensure that you engage with the Communications and Consultations Branch to discuss any communications/issues management needs with respect to your respective records.

Further guidance will be provided concerning the process post Dec 7.

Thanks for your ongoing collaboration.

Collègues,

Un petit rappel concernant les prochaines étapes immédiates : Nous nous concentrons d'ici le lundi 7 décembre sur l'identification des documents qui pourraient être divulgués sans caviardage. Chaque groupe est invitées à effectuer une première revue « binaire » de leurs documents de la base de données Protégé B et inférieur (non-protégé dans l'environnement Ringtail) en vue de déposer le plus de documents possible dans le premier lot de documents lundi.

Voici le processus:

1. Une fois la collection terminée, elle est téléchargée sur le system Ringtail de PCO dans l'un des deux environnements (non-protégé (protégé B et inférieur) et classifié).
2. Une fois les documents téléchargés, les experts en la matière effectuent un examen binaire des documents dans l'environnement non-protégé (documents et courriels Protégé B et inférieur) pour décider si les documents doivent être caviardé (O / N). **s.23**
3. [redacted]
4. Les cadres de chaque section (nous recommandons que ce soit au niveau du sous-secrétaire adjoint / SMA) approuvent leurs documents pour être divulgués (en travaillant à partir de Ringtail).
5. Les documents identifiés comme ne nécessitant pas d'autres manipulations ou caviardage feront partie de l'ensemble de documents qui sera déposé le 7 décembre.

Veuillez-vous assurer de collaborer avec la Direction des consultations et des communications pour discuter de tout besoin de communication / gestion des problèmes concernant vos dossiers respectifs.

Des lignes directrices concernant le processus après le 7 décembre seront fournies à une date ultérieure.

Merci pour votre collaboration continue.

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Simmering, William

From: MacKillop, Ken
Sent: Friday, December 4, 2020 5:43 PM
To: Rivet, Raymond
Subject: RE: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Thanks Ray

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: December 3, 2020 4:49 PM
To: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Subject: RE: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Thanks Ken. I have received a number of replies indicating that they have completed the exercise. Others are in train. Isabelle's will be completed by Monday.

From: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Sent: 3 décembre 2020 16:45
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Martel, Camille <Camille.Martel@pco-bcp.gc.ca>; Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
Cc: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Subject: RE: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Colleagues,

This is a response to a Parliamentary Motion and your full attention to this task is required please.

Thanks

Ken

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: December 3, 2020 11:54 AM
To: McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Martel, Camille <Camille.Martel@pco-bcp.gc.ca>; Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
Cc: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Subject: \FW: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Good morning. I am following up on the motion to provide documents to the standing committee.

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You have received this message because you have saved emails\documents to the S:\ drive or have indicated that you intend to save documents to the S:\ drive.

If you have saved documents to the S:\ drive, please indicate if you have completed the exercise of if you plan to add additional documents.
If you have yet to save your documents to the S:\drive, please indicate when you will likely complete this exercise.
Thanks very much for your input. s.16(2)

RR

From: Rivet, Raymond
Sent: 25 novembre 2020 13:59
To: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Good Afternoon,

This is a follow up to this morning's tasking for records in response to the October 26, 2020 House of Commons Motion to Provide Documents to the Standing Committee on Health (Covid-19 Pandemic).
I will be the point of contact for Communications and Consultations and for the COVID-19 Communications Hub. Please share this request with members of your team as appropriate. If you have a nil response, please advise us as well.

The attached guidance documents were provided to departments by Justice Canada. They contain instructions for saving relevant documents to four (4) folders that have been created on PCO's network drive S:\ to store Outlook data files (emails and attachments) and Local Drive and Shared Drive documents. The four folders are the following:

i. Outlook– Protected B, Protected A and Unclassified
ii. Outlook – Secret
iii. Documents– Protected B, Protected A and Unclassified
iv. Documents – Secret

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We are now asking PCO branches to collect relevant records, in accordance with these guidelines, in preparation for uploading into Ringtail. Background on Ringtail appears below (for info only) but the Ringtail step will be handled by PCO IT.

Every individual who has relevant documents is asked to create a subfolder within each of the four (4) folders above, as required. Each subfolder must be named as follows: **Last Name, First Name**.

Individuals who have identified documents relevant to the Motion must read the attached protocols for preserving the documents:

i. Preservation Protocols for Custodians - Microsoft Outlook
ii. Preservation Protocol for Custodians – Local and Shared Drive on a Network

Please note the following exceptions to the Justice Canada guidance:

Preservation Protocol – Local and Shared Drives (documents on):
Point 2 indicates: You will receive an email from the Motion Coordinator in which you will be provided with the following links – There is no link provided. The folders are accessible in the usual fashion on the S:\ drive.
Point 4 (Password protected documents) makes reference to providing information to the departmental IT official. For PCO, that information is to be saved on the S:\ drive using the attached template.

Preservation Protocol – Outlook:
There are no exceptions for the instructions for saving emails but it is important to go through the steps in Annex II, Creating an Outlook Data File. Creating this file (also know as a .pst file) has a number of steps but it will save time in the end since emails saved to this data file will automatically be transfered to the folder you have created in the S:\ drive.

Background on Ringtail

To compile the Government's response to the motion, an eDiscovery document review platform called Ringtail will be used to store all responsive documents, and to review and redact them. Two databases will be created – one rated for Secret documents, another for Protected B and unclassified documents. These databases will be housed in the Ringtail environments of the Department of Justice.

Ringtail has several analytics functions that will make document review and redaction more efficient and consistent:

- Identical documents can be identified: duplicates can be eliminated from review.
- Chains of emails can be identified and only those emails needed to provide all the content in the email chain need be reviewed.
- Documents are fully indexed and their content can be searched.
- Documents that are conceptually related can be clustered and tasked to the same reviewer.
- Workflows can direct documents to reviewers in structured assignments; progress on assignments can be monitored; when they have been reviewed, documents can be put into new workflows for quality control assessment.

Upon completion of the transmittal of the PCO holdings the Department of Justice, subject matter experts will be given access to Ringtail to review and highlight sensitive information contained in the Department's records. For the database of Protected B and unclassified documents, subject matter experts will be issued credentials and a Cryptocard to access the database remotely. The Secret database will only be accessible by visiting the Department of Justice offices.

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Important: The analytics functions of Ringtail require that we collect documents in their native format: their content and metadata should not be altered.

Please complete the work of collecting records as soon as possible. If you encounter difficulties unencrypting a document, please do not hesitate to contact me by email or phone ( ).

s.16(2)

Finally, please remember, this was not my idea. I'm just trying to help.

Raymond Rivet
Director, Corporate and Strategic Integration
Directeur, Intégration ministérielle et stratégique
Privy Council Office I Bureau du Conseil privé

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Simmering, William

From: Jeffrey, Tamara
Sent: Friday, December 4, 2020 10:09 AM
To: Robinson, Jodi; Bouchard, Chantal; Madore, Alexandre; Melanson, Leigh; Babad, Luke; Lefebvre, Alexandre; Shi, Anke; Chiu, Marian; Furlong, Brenna; Bassett, Kristen; Pike, Rachelle; Rivet, Raymond; Dhillon, Sherry; Marchington, Erin; Rajulu, Aruna; Busby, Jason; Bolyea, Paula; Kasouf, Steven; Coughlin, Tatianna
Cc: Oliveira, Monique; Brochet, Vanessa
Subject: Ringtail / NUIX Discover Training
Attachments: Ringtail HESA Review - PCO.pdf

Good Morning,

Please see the message below from our colleagues at DoJ. For those of you who have not yet taken the training, please do so as it covers a wide spectrum of information. The enclosed document is intended for future reference as you start your work in ringtail.

Thank you

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted] s.16(2)
Tamara.Jeffrey@pco-bcp.gc.ca

From: "Field, Diane" <Diane.Field@justice.gc.ca>
Date: December 4, 2020 at 7:47:52 AM EST
Subject: NUIX Discover Training

Dear PCO colleagues,

Justice understands that PCO is reviewing documents using their own Ringtail install, and not the Justice NUIX Discover 10.4 install. Unfortunately, some of the information provided in the NUIX Discover and HESA Motion review training you took applies only to people using NUIX Discover. Our apologies. Attached is a revised version of the powerpoint with information that will be relevant to PCO employees using Ringtail 9.1.

If you have any questions, please email the Justice HESA Team at covid-motion@justice.gc.ca

Diane Field
Administrative Assistant | Adjointe administrative

Evidence Management Team | Équipe de gestion de la preuve

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National eDiscovery and Litigation Support Services | Bureau national de la preuve électronique et de soutien aux litiges
National Litigation Sector | Secteur national du contentieux
Department of Justice | Ministère de la Justice Canada
360 Albert Street, 14th Floor, Room 1436 | 360, rue Albert, Étage 14, Pièce 1436
Ottawa (Ontario) K1A 0H8
Telephone | Téléphone: 613.941.9926 / Facsimile | Télécopieur: 613.941.6822
Email | Courriel: **diane.field@justice.gc.ca**

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National eDiscovery and Litigation Support Services

Ringtail & HESA Motion Review (PCO only)

2020

JUSTICE

What will be covered

- Navigating Ringtail
- Assignments
- List Pane
- View and Code Pane
- Highlights: Applying, moving, deleting, resizing
- Creating and adding to binders
- Logging out

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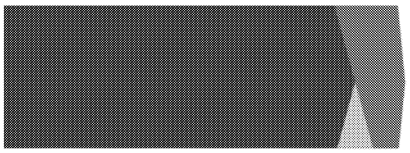
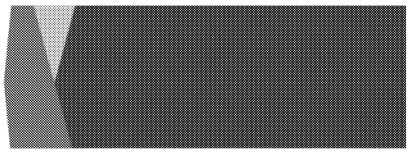
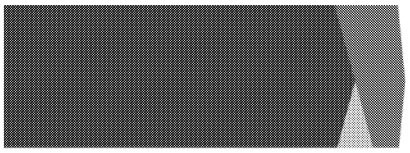


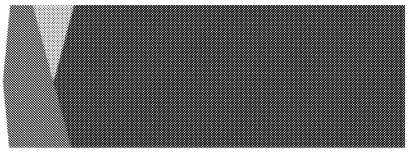


National eDiscovery and Litigation Support Services (NeDLSS)

The National eDiscovery and Litigation Support Services (NeDLSS) is a specialized unit in the National Litigation Sector that provides:

- eDiscovery litigation support to the Department of Justice;
- Advice regarding the development of rules, practices, and approaches related to eDiscovery;
- A single point of access for discovery, eDiscovery and disclosure resources and services in the Department of Justice;
- Substantive legal, practical and procedural advice to litigation teams and Legal Services Units;
- Technical support on the use of eDiscovery tools, such as Ringtail; and
- Training related to discovery, eDiscovery and document disclosure.





Using the Fastest Browser

- For fastest connection, it is recommended you use Chrome as your browser.
- Internet Explorer may slow Ringtail down significantly.

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Document Review Platform

Ringtail is:

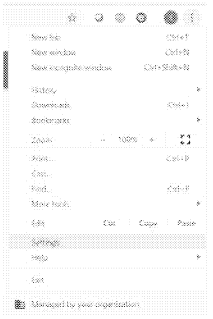
- Web-based documentary evidence management software that allows legal teams to manage, review and produce evidence electronically;
- An efficient and collaborative platform; and,
- Software with visual analytics and concept clustering to help find relevant information quickly and accurately.

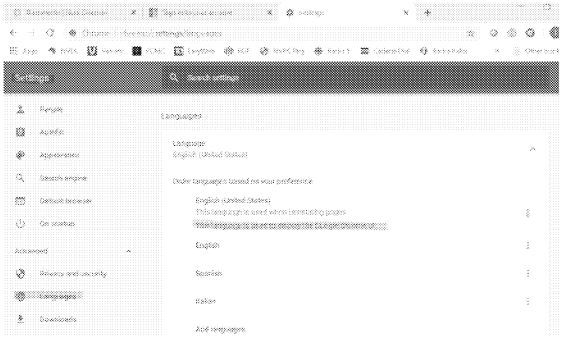
Note that most of the other departments doing document review for the HESA Motion are using NUIX Discover 10.4

JUSTICE

Change the Language Settings

- English is usually the default language, but other languages are also available by making changes in your internet browser settings.





000621

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Ringtail Portal Home

- Portal Home

- The databases you have the user rights to see

Cases	Description
ARO_2_75212_1	Anglehart, Roland, et al. (Relating to crab quota) T-1271-07
ARO_5106211	Toth, Raymond Michael v HMQ
ARO_831749	ENNIS, DAN v. PSC (CHRT complaint)
BCRO_2_277627	De Boer, Douwe and Inland Packers Ltd. v. CFIA and AGC
BCRO_8202028	BEASSE, Robin v. Canadian Coast Guard and The Queen in Right of Canada - FC No. T-1384-
BRQ_1_163039	C-Oiler
BRQ_1_192535	R v. Martin Ayotte

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JUSTICE

Case Home

- **Assignments** – access to your assignments
- **Results History** – recent searches
- **Document History** – recently accessed documents.

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JUSTICE

Navigating Ringtail: Navigation Bar

- **Case Number** (Unique Ringtail Database Identifier): NCR_9961261
- **Case Home/Menu**
- **Quick Search Box/Menu**
- **Group Name:** Reviewer
- **User Name:** mmember

JUSTICE

Navigating Ringtail

- **User Name**: Click on the user name to view and set search preferences and user settings, as well as log out.
- **Group Name**: You will have different access rights depending on which user group you belong to (for example: reviewer vs. case administrator).
- **Reset to Ringtail Default:** Use as troubleshooting when experiencing issues.

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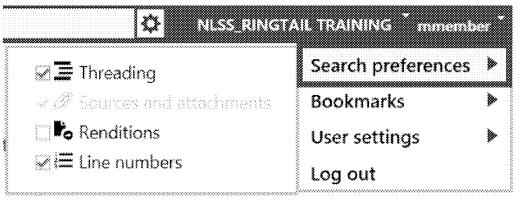
Search Preferences

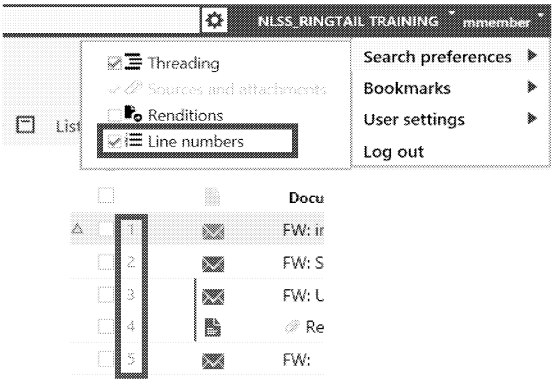
- Can choose to include email threaded documents, attachments with source documents, renditions, or line numbers in your searches.
- Once saved, Ringtail applies your preferences to your next search and to subsequent searches.
- If you do not select any search preference options, your search results will include only base, or original, documents.



Remember to refresh **(F5)** if you change preferences during review

Line Numbers

- You can choose to have Line numbers on or off on your Working List. This will just number your documents in the List pane.
- Some reviewers find it easier to keep them on so you can more easily distinguish the documents in the Working List.



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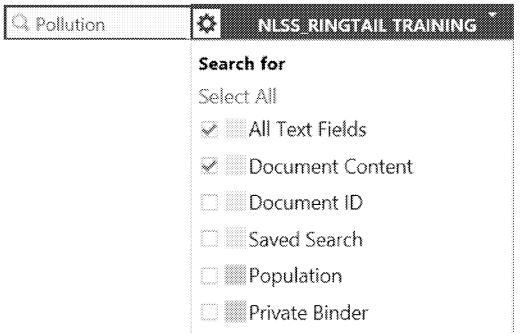
User Group

- Your **User Group** also appears on the Navigation Bar:
  - The User Group defines each user's access rights in the database.
  - Each user is usually only assigned to one group within a case and this determines the level of permissions that the user has.
  - The EvMT will have Administrative rights for this file so that they can manage the review. Most users will only have the ability to review and code documents.
  - The User Group we are using in this training database is the **EvMT Health Canada Reviewer**

Quick Search

- **Quick Search box**: This box always appears. To perform a simple search, type the search term in the Quick search box.
- The cogwheel beside the Quick search box will allow you to choose from a list of searchable options.
- A Quick Search will automatically search the entire database and is often used to search for a DocID



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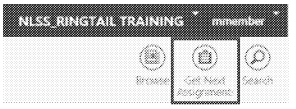
Accessing Documents: Assignments

- An assignment is usually a logically related set of documents designed to be reviewed together. During the review process, users can analyze, review, and categorize documents within their own assignment.
- Each reviewer is responsible for coding - and if required, highlighting - all the documents in their assignments.

Accessing Assignments

- Easiest way is to use **Get Next Assignments** button on the toolbar



Other Options:

- Click on the **Assignment name** under Active or Suspended.
- To open the My Assignments page and view all of your Assignments, click **My Assignments**.
- On Case Home drop-down menu, select **Review Setup**, then select Assignments.

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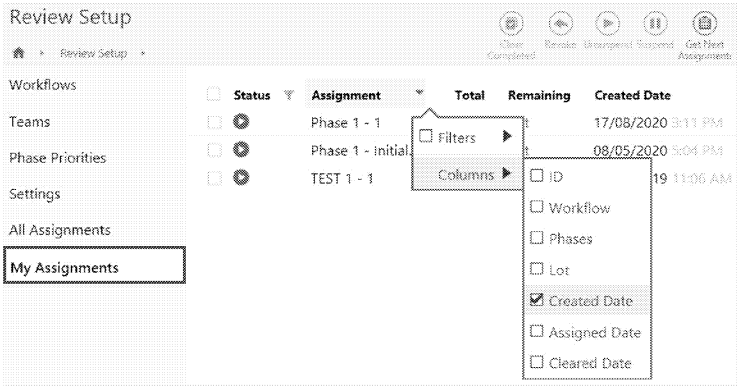
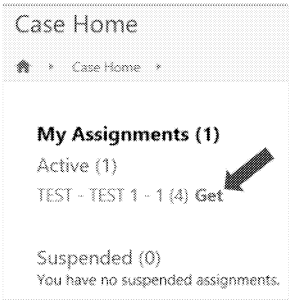
My Assignments

- Suspend, unsuspend, revoke, clear, and get your remaining and next Assignments.
- Configure the page to display columns, such as the Created Date or Assigned Date.
- Filter the Status column to display active, suspended, and cleared Assignments.



Opening Assignments & "Get" Feature

- Opening an Assignment from the **My Assignments** page displays all of <u>that</u> Assignment's documents in the List pane. Here you can begin the document review process.
- "**Get**" feature allows you to access <u>just</u> the documents that have not yet been coded.
- If you have completed your Assignment and are unable to Clear it, use "**Get**" to see only the problem documents that are preventing the Assignment from clearing.



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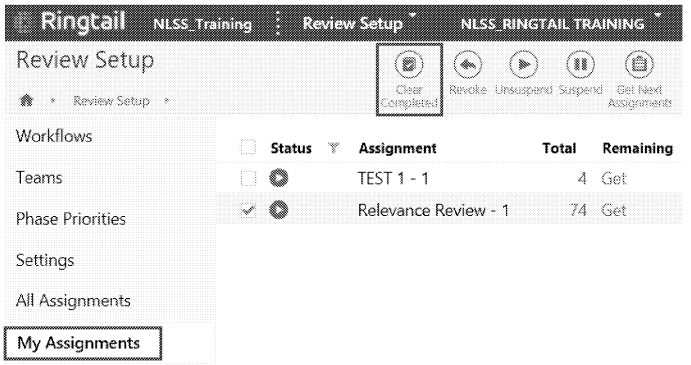
Clearing an Assignment

- Can only clear assignments once the **validation criteria** has been met.
- To **clear** a completed assignment, go to the **Review Setup** page.
- Select the assignment using the **check box** and then use the **Clear Completed** button.



Ringtail Workspace and Dual Screens

- The Workspace is the arrangement of panes and features on the main Documents page and appears when you browse a document collection.
- The default **Workspace (A)** displays the **Browse**, **List**, and **View and Code** panes in three columns, as shown in the next slide.
- The most efficient setup for document review involves using dual screens. For example:
  - Have the Document List on one screen and Content / Page View with the Coding on the other. This makes it easier to code documents without having to open new panes.

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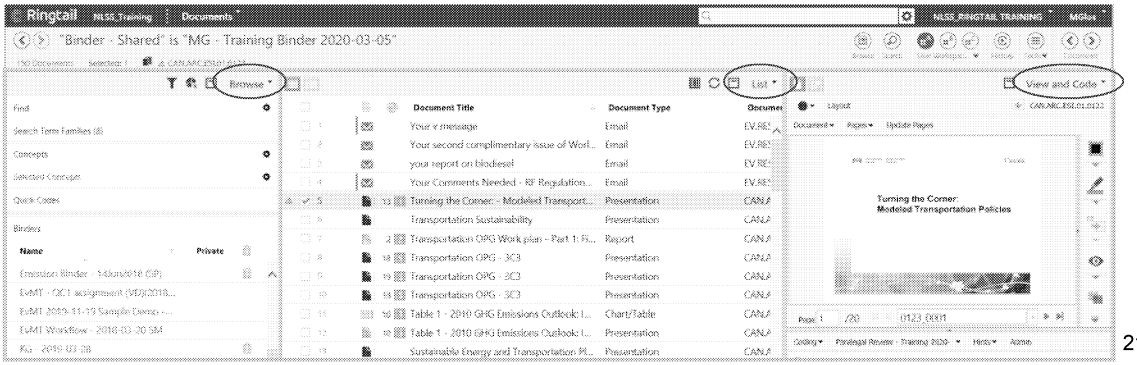
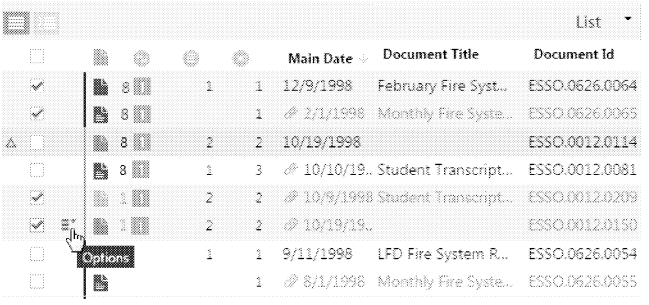
Workspace (A): Browse, List, View and Code



JUSTICE

List Pane

- When you search for documents or select Level, the results appear in the List pane.
- The List pane includes information about each document, along with coding and document details.
- Every imported document is given a Document ID to correspond with the Level Structure and is numbered consecutively.



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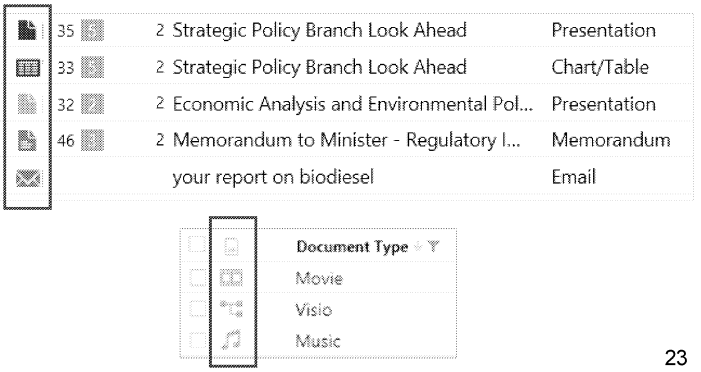
List Pane - Document Type Icons

- Some document types have their own icon.
- For example:
  - Envelope = e-mail
  - Paper = memo
  - Musical Note = audio
  - Film Strip = video



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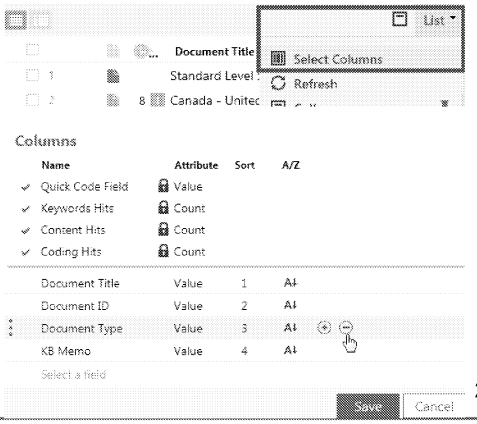
JUSTICE

List Pane - Columns

- In the List pane, you can select, add, and delete columns, and sort the order of documents.
- In the **List** pane, on the List menu, click **Select Columns.**
- Add a new column from the Select a field box. Drag them up or down to position how they will display in List pane.
- To set a sorting order, click the Sort number and change or add number.
- To remove column, hit delete button.



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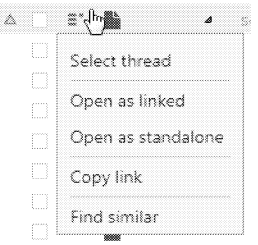
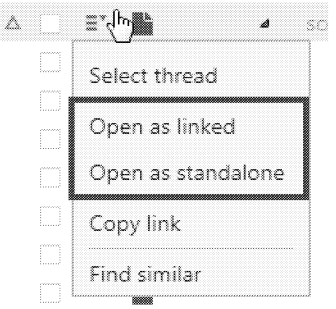
List Pane Options Menu

- **Select thread:** When documents are threaded, selects all documents in that thread.
- **Open as linked:** Opens the document in a separate window that remains linked to the List. Users can navigate through and view the documents in the list using the arrows at the top of the linked window.
- **Open as standalone:** Opens the document in a separate window that has no link to the list. You can display one document while you look at another document using the Document View pane or linked view.
- **Copy link:** Opens a window that displays the URL for the document.
- **Find similar:** Finds other documents that are similar to the selected document. Similar documents must share at least 66% of the same content.



Opening a Document as Linked or Standalone

- When opening a document as Linked, a new window opens allowing the user to view the coding and image in one window, and the List or Working List in a separate window or screen.
- When opening a document as Standalone, a standalone version of the document opens and assists the user in identifying if a document might be a duplicate by viewing the standalone version against another document in the Pages/Native view.



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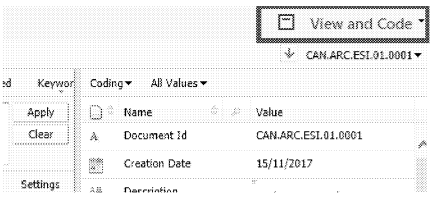
View and Code Pane

- This is a pane with double functions: View and Code.
- When you select a document in the **List** pane, it appears in the **View and Code** pane. You can configure this pane to display documents as content, pages, or native files. You can view documents in the Document view, a separate window, or in both places at the same time (for an extended workspace with two monitors).



- You can switch to Coding view to code documents to selected fields, binders, issues, and other values. You can also use Coding view to see the fields associated with a document or modify field values. You can switch between Document and Coding view in this pane.

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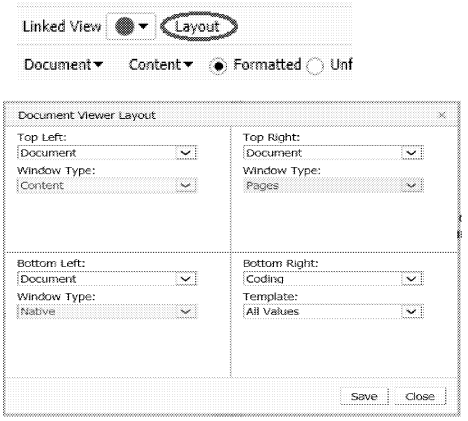
Layout Views

- **Content**: Displays the text of a document, whether it is an image or a native file.
- **Pages**: Displays the document in **Pages** view - closest to what the document actually looks like. Allows redactions.
- **Native**: Displays the document in the file format of the original application that created it.



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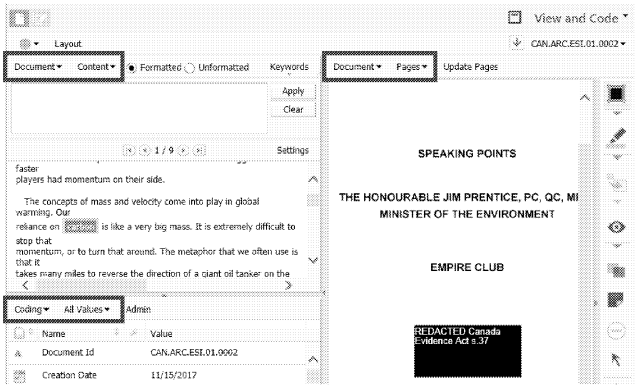
Example of View and Code Layout Configuration

- The upper left pane displays a full-text version of the document in **Content** view.
- The lower left pane displays the coding options in **Coding** view.
- The pane on the right displays the document in **Pages** view.
- You can also resize each pane.



JUSTICE

Coding View

- Examine the fields and data associated with a document and modify field values that are not read only.
- Code documents to selected fields, binders, issues, and other values.
- Different columns display the data type (icon), the field Name and the field Value.

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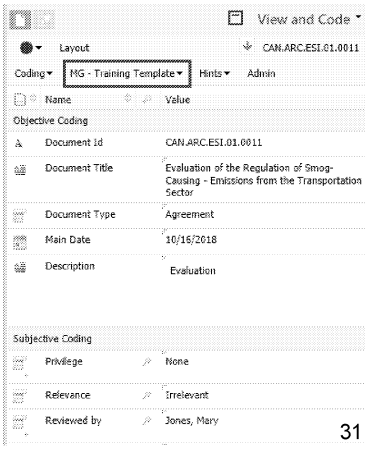
Coding Template

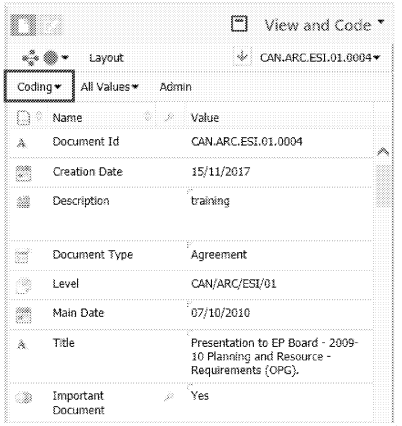
- A coding template is a set of fields connected to documents in your list that allows you to code documents.
- Created by the Case Administrator: you will be advised which template to use.
- Accessed through the All Values drop down menu (only those you have been assigned access).
- Your Case Administrator can create a template based on the type of file and Review Team needs.



JUSTICE

Coding Documents

- In the **List** pane, select a document to code.
- In the **View and Code** pane, on the Document **menu**, click **Coding**.
- To change the **alphabetical order** of the data type or document **Name column**, click the arrow in the **column header**.
- To select a **field template**, from **All Values** menu, select a **template name**.
- To view **notes** associated with a document, on the **All Values** menu, click **Notes**.
- To **edit** the value of field, click the **blue triangle** in the corner of the field. After changing a value in a field, press **Enter.**



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Adding Highlights

- Ringtail allows you to add "annotations" to documents.
- For the purposes of this Review Project, you will only be adding highlights to documents. They will later be converted to redactions before the documents are produced.
- To add highlights to your documents you must have the document open in Image Viewer

Highlight Colours

- 01 Cabinet Confidence
- 02 Advice to Ministers
- 03 Solicitor-Client Privilege
- 04 Actions or policies under consideration but not in the public realm
- 05 Personal Information
- 06 Injurious to the Federal-Provincial relations
- 07 3rd party trade secrets or confidential corporate information

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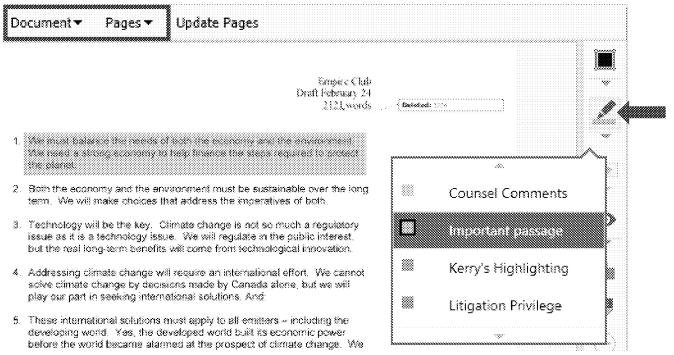
Add a Highlight

- On the **Pages** toolbar, click the arrow below the **Highlight** tool.
- Select a **colour** that is available for the case (you can assign labels to the colours).
- Press the **left mouse button** and **drag** the cursor over the area you want to highlight.

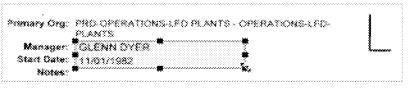


JUSTICE

How to Resize Highlights

Use the following procedure to resize a highlight :

1. On the **Pages** toolbar, click Select.
2. Select the highlight or redaction. The sizing handles appear on the highlight or redaction, as shown in the following figure.



3. Position the cursor over a sizing handle. The cursor changes to a double-headed arrow.
4. Drag the handle to a new position.

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How to Move a Highlight or Redaction

Use the following procedure to move a redaction :

1. On the **Pages** toolbar, click Select.

1. Drag the highlight to a new position on the page. You cannot move a highlight to another page.

How to Delete Highlights

Use the following procedure to delete a highlight:

1. On the Pages toolbar, click Pointer, and then select the highlight you want to delete
2. Click the red circle to delete the highlight or press the delete button on your keyboard

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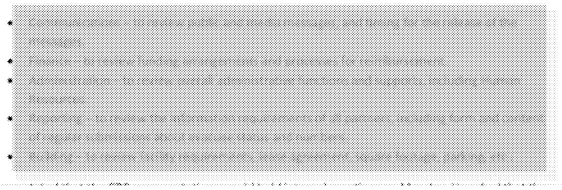
How to Layer Highlights

- If there are multiple privileges that apply to the same portion of the document, you will need to apply more than one highlight.
- When layering highlights, make sure they overlap by appyling the additional highlights a bit outside the already existing highlight so someone performing QC can easily see that there is more than one privilege that applies.



JUSTICE

Best Practice for Highlights

- Only highlight the area of the text that you determine is confidential/privileged/subject to a statutory exemption.
- Try not to highlight excessive blank spaces.
- When highlighting an entire paragraph, multiple consecutive paragraphs or entire pages, do not highlight line by line, instead create one solid block highlight. (See slides on how to highlight an entire page)

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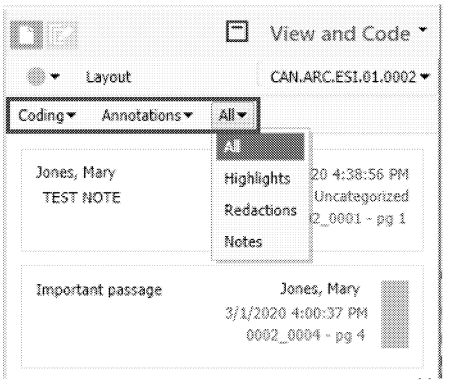
View Highlights

- View all **highlights** contained in a **single** document from the **Coding** pane.
- Under **All Values**, select **Annotations.**
- Then under the **All** menu, select Highlights.



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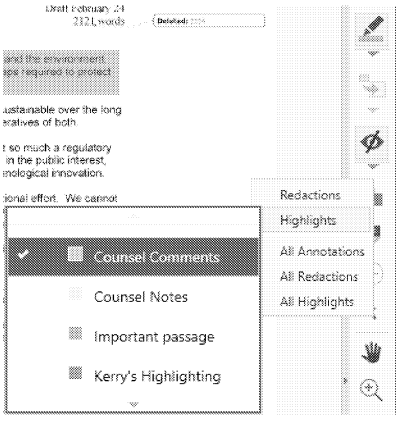
Hide Annotations

- Hide **one**, **multiple** or **all** highlights from the document image.
- For a **single** highlight, select the redaction or highlight with the **Pointer/Select tool** and click on the **Eye** icon.
- To hide **multiple** highlights, click on the **arrow** under the **Eye** icon and click on your selection.



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Highlights, Redactions and Keyboard Shortcuts

1. **Select all highlights on one page**

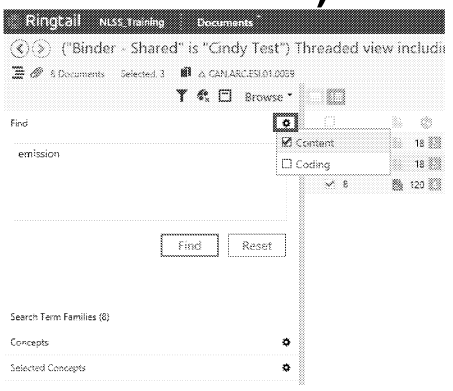
   To select all highlights on one page of a document simply press ctrl+A on your keyboard as you would highlight all text in a Word document

2. **Converting one highlight to another**

To convert one highlight to another, simply select a highlight with your mouse cursor and press ctrl+C as you would copy text. An option to convert will appear from your highlight toolbar. Select "convert highlight" and proceed to select the appropriate highlight

"Find" in Browse Pane (Drill-down search)

- To search for keywords within the content and/or coding of a document in the List, use the "Find" feature in the Browse pane.
- You can search for just content of documents, just coding or both.
- Here, you can search either for a keyword or a specific reference/multiple keywords.



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Search Term Families

- A search term family (STF) is a group of single or multiple search string(s) made up of search terms (words or phrases) that are combined using Boolean connectors.
- STFs show up as highlighted words in **Content** view across the entire database and are intended to assist with document review or pre production checks, by pointing to words or phrases that may respond to the review criteria.
- STFs are created by the Case Administrator.

JUSTICE

Boolean Connectors

Operator	Behaviour
AND	Both phrases or terms must appear.
OR	Either term appears in the search results, for example, **dangerous OR goods OR handling**.
AND NOT	Perform an advanced search to use the **AND NOT** operator.
Phrases	Do not use quotation marks when searching for a phrase, for example, **tart apple pie**.
Proximity Search	In a content search, this finds the term **x** within a specified number of words **y** of another term. For example, in the search **apple w/5 pear**, *apple* must appear within five words of *pear*. In a coding, or database search, **w/x** is treated as a "near" search when the x is less or equal to 50 words. When the x is greater than 50 words it is treated as AND.
Pre/ search	Finds the term **x** within a specified number of words **y** before another term in a sentence. For example, in the search **apple pre/5 pear**, *apple* must appear within five words before *pear* in the same sentence.
***wildcard search**	Matches any single character, for example, **appl?** finds apple.
% fuzzy search	Finds words that are one character different. For example, **capit%l** finds capital and capitol. Also finds misspelled words.
# phonic search	Finds words that sound like the search term. For example, **#launch** finds long and lunch.
~ stemming search	Finds grammatical variations of a word. For example, a search for **click~** finds both clicked and clicking.
() for connecting phrases	Use with searches that have two or more connectors. For example, apple AND (pear OR orange) finds the word apple with either pear or orange.

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Documents for Further Review: Binders

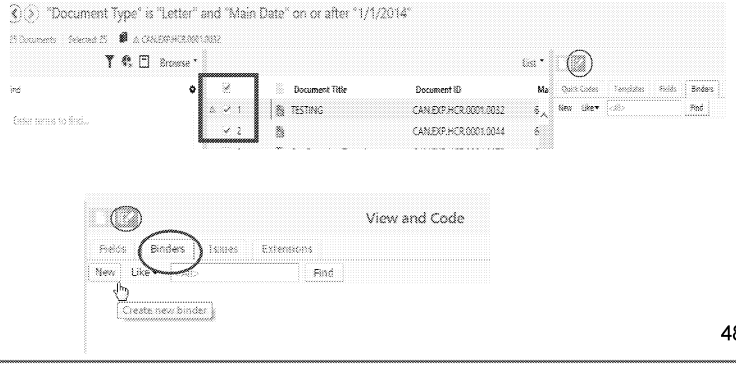
- During the review process, it is not unusual to have questions along the way.
- You may also want to save precedents to consult at a later time.
- As a Reviewer, only you or an Administrator can see the documents in your binder. You cannot share your binder, although someone with Administrative rights can access it.

Binders: Creating and adding documents

To create a new binder or add documents to an existing binder:

In the **List** pane, select the documents you want to add to a binder.

In the **View and Code** pane, click **Code multiple documents** at the top of the pane, and then click the **Binders** tab. To create a new binder, click **New**.



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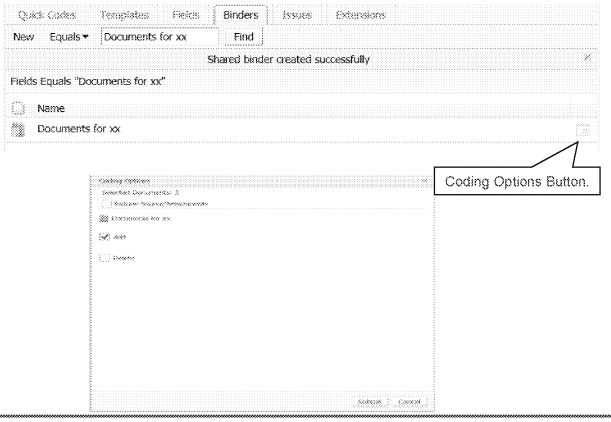
Binders: Creating and adding documents

In the dialog box, type a title for the Binder, and select the **Type** (**Private** or **Shared**). Click **Create**.

To add documents to a binder, click the **Coding Options** button.
In the **Coding Options** dialog box, select **Add**, **Delete**, or **Include Source/Attachments**, and then click **Submit**.

You can then access your binders under the Browse Pane.



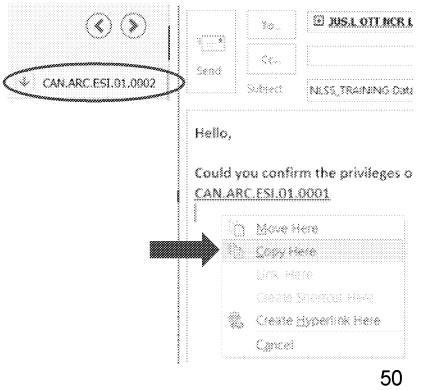
Sharing Documents - Standalone

Open your document as "**standalone**"

- Right click and drag the Document ID in the Document View pane into an e-mail and select "Copy Here" (creating a link to the document that displays as the Document ID in your e-mail).
- Clicking on the link will bring you to the document, providing you have the database open.

Common mistakes:

- Not opening the document in "open as standalone" every time you want to create a document link.
- Dragging the Document ID from the wrong place.



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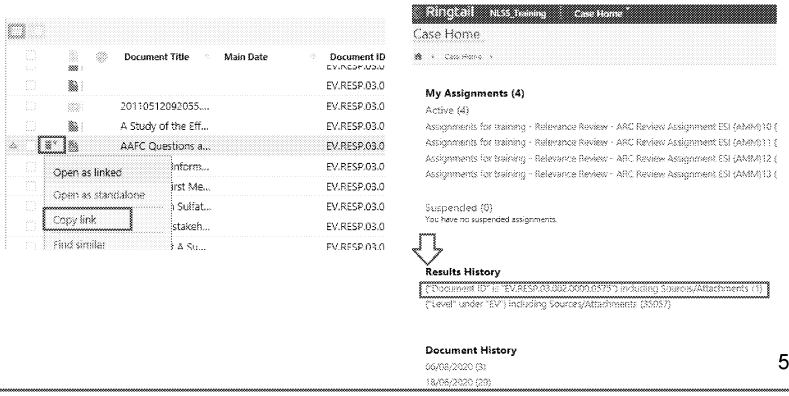
Sharing Documents – Copy Link Function

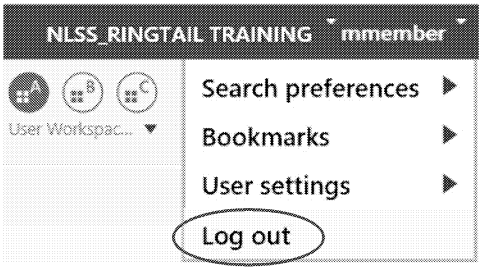
- Select document from List pane, use Options → Copy Link
- Send link to others
- Recipient will be taken to **Case Home** of that database, and the document will appear first under Results History
- Must click on the results link and it will open the shared document.



JUSTICE

Logging out of Ringtail

- Do not forget to log out of Ringtail at the end of each day!
- By not properly logging out of Ringtail, every time you log back in, the interface will think that you have more than one application of Ringtail open at one time. This can create issues with Ringtail not working properly and/or problems with your coding.



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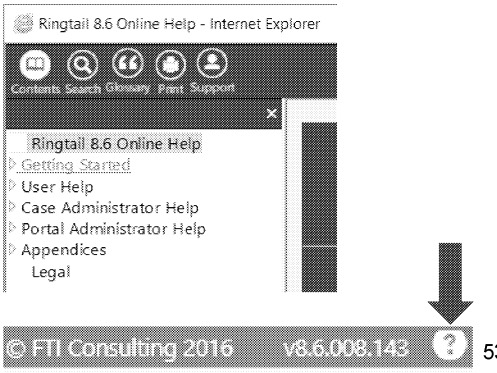
Help Button

- Ringtail Online Help contains information about working on the Documents page in Ringtail, including navigating and configuring the interface, searching, and reviewing and coding documents.
- User **Help Button** is on the bottom right hand corner of your screen.



JUSTICE

Questions

- If you cannot find the information you need with the Help Button, email covid-motion@justice.gc.ca.
- In the subject line, please indicate that you need NUIX User Support so that your email will be directed to the correct team.

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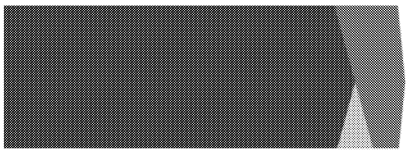

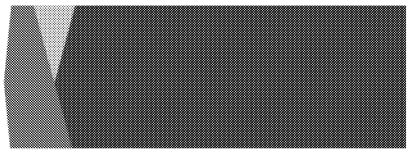

E-mail Us

General questions about discovery or disclosure:

preuve.electronique@justice.gc.ca

eDiscovery@justice.gc.ca

Questions for the National Litigation Support Service:

Lss-ssl@justice.gc.ca

Questions for the Evidence Management Team:

Evmt@justice.gc.ca

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Simmering, William

From: Welbourne, Maia
Sent: Friday, December 4, 2020 11:16 AM
To: Halucha, Paul; Henry, Barbara; Robinson, Jodi; Setlakwe, Lisa; Schwendt, Steven; Shannon, Tara; Bouchard, Chantal; Blanchard, Dominique; Wong-Fortin, Bonny; Baird, Louise; Lynch, Matthew; Brochet, Vanessa; Roussy, Daniel; van Dieen, Jodie; Merissa, Rahel; Bisson, Melissa; Butara, Frank; Rivet, Raymond; Tessier, Jean; Chretien, Kimberley; Muir, Alexandra; Malone, Lorna; Champoux, Elizabeth; Adler, Jeremy; Harty, Siobhan; Brunelle-Côté, Antoine; MacKillop, Ken; Perreault, Claudie; Bowles, Louise; Fung, Jennifer; Fee, Stuart
Cc: Cintrat, Jean; Jeffrey, Tamara; Mulkins, Marta; McAdam, Ryan
Subject: Health motion - PCO documents

Colleagues,

A quick reminder regarding immediate next steps: Our focus between now and Monday, December 7, is on the identification of documents that could be released without any redactions. Branches are asked to first review documents in the Protected B database (in the Ringtail environment) to do this initial "binary" review, with a view to releasing as many documents as possible in the first batch on Monday.

Here is the process:

1. Once the collection of documents is complete, it is uploaded to PCO's Ringtail in one of two environments (Unprotected (Protected B and below) and Classified).
2. Once documents have been uploaded, Subject-Matter Experts (SMEs) do a binary review of the documents in the Protected B and below environment (documents and emails), to decide whether documents require redactions (Y/N). s.23
3. [redacted]
4. Branch senior official (recommend it be at Assistant Deputy Secretary / ADM level) sign off on their documents for release (working from Ringtail).
5. The documents identified as not requiring further manipulation or redactions will form part of the package of documents to be released on December 7.

Please ensure that you engage with the Communications and Consultations Branch to discuss any communications/issues management needs with respect to your respective records.

Further guidance will be provided concerning the process post Dec 7.

Thanks for your ongoing collaboration.

Collègues,

Un petit rappel concernant les prochaines étapes immédiates : Nous nous concentrons d'ici le lundi 7 décembre sur l'identification des documents qui pourraient être divulgués sans caviardage. Chaque groupe est invitées à effectuer une première revue « binaire » de leurs documents de la base de données Protégé B et inférieur (non-protégé dans l'environnement Ringtail) en vue de déposer le plus de documents possible dans le premier lot de documents lundi.

Voici le processus:

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1. Une fois la collection terminée, elle est téléchargée sur le system Ringtail de PCO dans l'un des deux environnements (non-protégé (protégé B et inférieur) et classifié).
2. Une fois les documents téléchargés, les experts en la matière effectuent un examen binaire des documents dans l'environnement non-protégé (documents et courriels Protégé B et inférieur) pour décider si les documents doivent être caviardé (O / N). s.23
3. [redacted]
4. Les cadres de chaque section (nous recommandons que ce soit au niveau du sous-secrétaire adjoint / SMA) approuvent leurs documents pour être divulgués (en travaillant à partir de Ringtail).
5. Les documents identifiés comme ne nécessitant pas d'autres manipulations ou caviardage feront partie de l'ensemble de documents qui sera déposé le 7 décembre.

Veuillez-vous assurer de collaborer avec la Direction des consultations et des communications pour discuter de tout besoin de communication / gestion des problèmes concernant vos dossiers respectifs.

Des lignes directrices concernant le processus après le 7 décembre seront fournies à une date ultérieure.

Merci pour votre collaboration continue.

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Simmering, William

From: Madore, Alexandre
Sent: Friday, December 4, 2020 3:47 PM
To: Robinson, Jodi; Marchington, Erin; Chiu, Marian; Babad, Luke; Bouchard, Chantal; Furlong, Brenna; Melanson, Leigh
Subject: RE: cabnet? ringtail

Looping in Leigh – she is also helping out on the SDP side with the motion.

Alex

From: Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 3:21 PM
To: Marchington, Erin <Erin.Marchington@pco-bcp.gc.ca>; Chiu, Marian <Marian.Chiu@pco-bcp.gc.ca>; Babad, Luke <Luke.Babad@pco-bcp.gc.ca>; Madore, Alexandre <Alexandre.Madore@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Furlong, Brenna <Brenna.Furlong@pco-bcp.gc.ca>
Subject: RE: cabnet? ringtail

As long as we all get a Christmas break… I am ok with this going into Jan. ☺

Jodi Robinson
Cell: [redacted] s.16(2)

From: Marchington, Erin <Erin.Marchington@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 3:20 PM
To: Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>; Chiu, Marian <Marian.Chiu@pco-bcp.gc.ca>; Babad, Luke <Luke.Babad@pco-bcp.gc.ca>; Madore, Alexandre <Alexandre.Madore@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Furlong, Brenna <Brenna.Furlong@pco-bcp.gc.ca>
Subject: RE: cabnet? ringtail

We're going to try to push this off until Monday (e.g. not on weekend) because it doesn't seem worth it given people forgot about us in this crazy process….I'm not sure if that will work, though. Tamara and Monique do seem really helpful, though.

I understand the first step to be the easiest….the yes/no and then redactions come later….and this wasn't covered in that weird training, which didn't mention CABnet at all! My health friend says their process is likely to last until February

This is basically 2020s last stand in my mind…..bleh.

From: Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>
Sent: December 4, 2020 3:13 PM
To: Chiu, Marian <Marian.Chiu@pco-bcp.gc.ca>; Babad, Luke <Luke.Babad@pco-bcp.gc.ca>; Madore, Alexandre <Alexandre.Madore@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Furlong, Brenna <Brenna.Furlong@pco-bcp.gc.ca>
Cc: Marchington, Erin <Erin.Marchington@pco-bcp.gc.ca>
Subject: RE: cabnet? ringtail

This step is not bad – and it gives you another opp to move emails/docs if they ended up in Protected B by accident.

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Also, highly recommend you have Monique on speed dial – who is the Ringtail guru in PCO.

Jodi

Jodi Robinson
Cell: [redacted] s.16(2)

From: Chiu, Marian <Marian.Chiu@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 3:12 PM
To: Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>; Babad, Luke <Luke.Babad@pco-bcp.gc.ca>; Madore, Alexandre <Alexandre.Madore@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Furlong, Brenna <Brenna.Furlong@pco-bcp.gc.ca>
Cc: Marchington, Erin <Erin.Marchington@pco-bcp.gc.ca>
Subject: RE: cabnet? ringtail

Thanks folks…

Omg. OMG.

From: Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 3:10 PM
To: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>; Chiu, Marian <Marian.Chiu@pco-bcp.gc.ca>; Madore, Alexandre <Alexandre.Madore@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Furlong, Brenna <Brenna.Furlong@pco-bcp.gc.ca>
Cc: Marchington, Erin <Erin.Marchington@pco-bcp.gc.ca>
Subject: RE: cabnet? ringtail

I am interested to hear about implications to Christmas vacation. Pls share any info my way. ☹

Jodi Robinson
Cell: [redacted]

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 3:09 PM
To: Chiu, Marian <Marian.Chiu@pco-bcp.gc.ca>; Madore, Alexandre <Alexandre.Madore@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Furlong, Brenna <Brenna.Furlong@pco-bcp.gc.ca>
Cc: Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>; Marchington, Erin <Erin.Marchington@pco-bcp.gc.ca>
Subject: RE: cabnet? ringtail

Dime just dropped for me on this today too:

Yes, need Cabnet access to use Ringtail (I am nesting in the office for the better part of the weekend)

I personally had never accessed Cabnet, but turns out IT had proactively set it up when I came to the department.

Am told that if we want access from home, D Ops has to make a justification, for approval somewhere at the Assistant Secretary level. There's a waiting list/prioritization process.

Tamara's looking to nail down timelines for finalizing the entirety of the redaction process, and implications for any Christmas vacation we hope to take.

Luke

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From: Chiu, Marian <Marian.Chiu@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 3:06 PM
To: Madore, Alexandre <Alexandre.Madore@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Furlong, Brenna <Brenna.Furlong@pco-bcp.gc.ca>
Cc: Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>; Babad, Luke <Luke.Babad@pco-bcp.gc.ca>; Marchington, Erin <Erin.Marchington@pco-bcp.gc.ca>
Subject: RE: cabnet? ringtail

Looping in others with whom I have talked to about this whole thing.

Jodi, luke, erin – four of us just finished nuix training. Maybe the dime has dropped for you guys but…is this a cabnet-only access in order to review/redact?

From: Madore, Alexandre <Alexandre.Madore@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 3:02 PM
To: Chiu, Marian <Marian.Chiu@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Furlong, Brenna <Brenna.Furlong@pco-bcp.gc.ca>
Subject: RE: cabnet? ringtail

That's not clear to me either.. I don't even know who would have that answer … agh.

From: Chiu, Marian <Marian.Chiu@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 3:00 PM
To: Madore, Alexandre <Alexandre.Madore@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Furlong, Brenna <Brenna.Furlong@pco-bcp.gc.ca>
Subject: cabnet? ringtail

Omg. Does this mean we go in to use cabnet?

Marian Chiu
Intergovernmental Affairs | Affaires intergouvernementales
Privy Council Office | Bureau du Conseil privé
mobile | cellulaire : [redacted]
s.16(2)
You're doing great. Hang in there. Stay safe.
Vous faites de l'excellent travail. Accrochez-vous. Restez en santé et en sécurité.

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Simmering, William

From: Babad, Luke
Sent: Friday, December 4, 2020 12:54 PM
To: Lefebvre, Alexandre
Subject: Re: CBI

I just got the exact same call from IT and am heading in as well. Maybe I'll see you there!

Sent from my iPhone

> On Dec 4, 2020, at 12:46 PM, Lefebvre, Alexandre <Alexandre.Lefebvre@pco-bcp.gc.ca> wrote:
>
> FYI – Just managed to get through to IT. Given that I've never used CABNET before, they said it would be preferable to go in the office this afternoon, as I may need to set up a new password (which may require IT support). They also said it could explain why Justice was not able to send me my Ringtail Application login information (see attached).
>
> I'll try to make my way to the office for 2:00, and I will let you know how it goes. I've also rearranged my weekend a bit, so I should be able to start working on this tonight.
>
> Alexandre
>
> **From:** Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
> **Sent:** December 4, 2020 12:17 PM
> **To:** Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
> **Cc:** Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>; Lefebvre, Alexandre <Alexandre.Lefebvre@pco-bcp.gc.ca>
> **Subject:** Re: CBI
>
> Thanks Tamara.
>
> Hi Monique,
>
> Alexandre and I are awaiting our login info (as well as Cabnet access). Grateful if you can advise.
>
> Luke
>
> Sent from my iPhone
>
> > On Dec 4, 2020, at 12:15 PM, Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca> wrote:
> >
> > Hi Luke,

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I believe you should have the login information from Monique (cc) so you can begin your review. Your groups documents are still loading, but this does not preclude you from starting to do the binary review of the Protected B and below documents.

As for your second question, more info to come in asap.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

s.16(2)

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 12:03 PM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: Re: CBI

Thanks, that's super helpful.

I'm standing by for when IT gives me the login info and you put me on the hot seat.

My Assistant Secretary hasn't done Ringtail training. Will IT just auto-issue her login info or does she need to be squeezed into today's session so she can do a sign-off on Sunday?

Sent from my iPhone

> On Dec 4, 2020, at 11:53 AM, Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca> wrote:
>
> HI Luke,
>
> If a document containing CBI does slip into your holdings, you will be able to highlight the information (e.g, Flag for redaction) in the next step of the process. Given the speed at which documents are being collected, it is inevitable that a document containing this type of sensitive information would have made its way into the collection.
>
> We do not recommend re-doing the pst collection at this juncture.
>
> Tamara Jeffrey
> Legislation and House Planning / Législation et planification parlementaire
> Privy Council Office / Bureau du Conseil privé
> 85 rue Sparks St., Ottawa ON K1A 0A3

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Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 11:50 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: FW: CBI

Tamara,

If we have CBI in the system that we know has to be removed, can we simply flag it for redaction within Ringtail? Alternate would be to do as Chantal suggests below and re-do the PST backup. Presume you folks don't want to wait another day and start the upload process from scratch.

Luke

From: Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 11:45 AM
To: Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>; Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Cc: Madore, Alexandre <Alexandre.Madore@pco-bcp.gc.ca>; Endicott, Jessica <Jessica.Endicott@pco-bcp.gc.ca>; Benoit, Louise <Louise.Benoit@pco-bcp.gc.ca>; Melanson, Leigh <Leigh.Melanson@pco-bcp.gc.ca>
Subject: FW: CBI

Jodi- Luke –

See below response. We will have to go back to our PST files and remove some of them and put them in a separate folder.

From: Amanda Semaan <Amanda.Semaan@tpsgc-pwgsc.gc.ca>
Sent: Friday, December 4, 2020 10:23 AM
To: Madore, Alexandre <Alexandre.Madore@pco-bcp.gc.ca>; Isabelle Aubin <Isabelle.Aubin@tpsgc-pwgsc.gc.ca>
Cc: Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Endicott, Jessica <Jessica.Endicott@pco-bcp.gc.ca>; Benoit, Louise <Louise.Benoit@pco-bcp.gc.ca>
Subject: RE: CBI

Good morning Alexandre,

All contract amounts/total are confidential and in most cases, the amount of PPE purchased and company name cannot be disclosed. We would need to ensure that only the names that we have disclosed publically are released and the rest withheld.

Best,

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A

Amanda Semaan
(819) 431-3649
Email: Amanda.Semaan@tpsgc-pwgsc.gc.ca

From: Madore, Alexandre [mailto:Alexandre.Madore@pco-bcp.gc.ca]
Sent: December 4, 2020 10:18 AM
To: Isabelle Aubin <Isabelle.Aubin@tpsgc-pwgsc.gc.ca>
Cc: Amanda Semaan <Amanda.Semaan@tpsgc-pwgsc.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Endicott, Jessica <Jessica.Endicott@pco-bcp.gc.ca>; Benoit, Louise <Louise.Benoit@pco-bcp.gc.ca>
Subject: CBI

Hello Isabelle,

I hope you are keeping well.

As you may know, we are included in the scope of a motion on all documents and emails related to vaccines, PPE, and testing. Can you please confirm whether the procurement updates you provide constitute *confidential business information (CBI)?* This will change how we my summaries of the information.

Thank you,
Alex

Alexandre Madore (MSW, MA)
Analyst | Analyste
Social Development Policy | Politique du development social
Privy Council Office | Bureau du Conseil Privé
613-406-3774

<mime-attachment>

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Simmering, William

From: Blanchard, Dominique
Sent: Friday, December 4, 2020 12:27 PM
To: Babad, Luke
Subject: RE: Health motion - PCO documents

Totally not your fault Luke!

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 12:06 PM
To: Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>
Subject: Re: Health motion - PCO documents

I figured as such on all counts. I'm checking in with L&HP on how this will work for you.

On my end, will make sure I've done the review by whatever cut-off window you'll need on Sunday.

And sorry for the confusion - this is breaking news, otherwise we could have arranged for a more seamless process.

Luke

Sent from my iPhone

> On Dec 4, 2020, at 12:03 PM, Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca> wrote:
>
> To be honest Luke, outside of a window on Sunday, Monday is out of the question for me. And as I indicated earlier, I don't even have access to cabnet at the moment. So Ringtail is not a viable option.
>
> ---
>
> **From:** Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
> **Sent:** December 4, 2020 11:44 AM
> **To:** Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Lefebvre, Alexandre <Alexandre.Lefebvre@pco-bcp.gc.ca>; Shi, Anke <Anke.Shi@pco-bcp.gc.ca>; Hartnell, Chad <Chad.Hartnell@pco-bcp.gc.ca>
> **Cc:** Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>
> **Subject:** RE: Health motion - PCO documents
>
> Dom, reading the below, it sounds as though you will be expected to conduct a review some time Sunday or Monday in Ringtail.
>
> I'm presuming no one has contacted you about training/access to the system? If not, I will follow up with IT, DoJ and L&HP right away to get you access.
>
> (Assuming you don't have time for the one-hour training they typically require one to take, and that other Assistant Secretaries will be in the same position)
>
> Luke

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From: Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 11:21 AM
To: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>; Lefebvre, Alexandre <Alexandre.Lefebvre@pco-bcp.gc.ca>; Shi, Anke <Anke.Shi@pco-bcp.gc.ca>; Hartnell, Chad <Chad.Hartnell@pco-bcp.gc.ca>
Cc: Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>
Subject: FW: Health motion - PCO documents

Latest from Maia.

From: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 11:16 AM
To: Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Shannon, Tara <Tara.Shannon@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Baird, Louise <Louise.Baird@pco-bcp.gc.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Roussy, Daniel <Daniel.Roussy@pco-bcp.gc.ca>; van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; Merissa, Rahel <Rahel.Merissa@pco-bcp.gc.ca>; Bisson, Melissa <Melissa.Bisson@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Muir, Alexandra <Alexandra.Muir@pco-bcp.gc.ca>; Malone, Lorna <Lorna.Malone@pco-bcp.gc.ca>; Champoux, Elizabeth <Elizabeth.Champoux@pco-bcp.gc.ca>; Adler, Jeremy <Jeremy.Adler@pco-bcp.gc.ca>; Harty, Siobhan <Siobhan.Harty@pco-bcp.gc.ca>; Brunelle-Côté, Antoine <Antoine.Brunelle-Cote@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Perreault, Claudie <Claudie.Perreault@pco-bcp.gc.ca>; Bowles, Louise <Louise.Bowles@pco-bcp.gc.ca>; Fung, Jennifer <Jennifer.Fung@pco-bcp.gc.ca>; Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>
Subject: Health motion - PCO documents

Colleagues,

A quick reminder regarding immediate next steps: Our focus between now and Monday, December 7, is on the identification of documents that could be released without any redactions. Branches are asked to first review documents in the Protected B database (in the Ringtail environment) to do this initial "binary" review, with a view to releasing as many documents as possible in the first batch on Monday.

Here is the process:

1. Once the collection of documents is complete, it is uploaded to PCO's Ringtail in one of two environments (Unprotected (Protected B and below) and Classified).
2. Once documents have been uploaded, Subject-Matter Experts (SMEs) do a binary review of the documents in the Protected B and below environment (documents and emails), to decide whether documents require redactions (Y/N). s.23
3. [redacted]
4. Branch senior official (recommend it be at Assistant Deputy Secretary / ADM level) sign off on their documents for release (working from Ringtail).
5. The documents identified as not requiring further manipulation or redactions will form part of the package of documents to be released on December 7.

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Please ensure that you engage with the Communications and Consultations Branch to discuss any communications/issues management needs with respect to your respective records.

Further guidance will be provided concerning the process post Dec 7.

Thanks for your ongoing collaboration.

Collègues,

Un petit rappel concernant les prochaines étapes immédiates : Nous nous concentrons d'ici le lundi 7 décembre sur l'identification des documents qui pourraient être divulgués sans caviardage. Chaque groupe est invitées à effectuer une première revue « binaire » de leurs documents de la base de données Protégé B et inférieur (non-protégé dans l'environnement Ringtail) en vue de déposer le plus de documents possible dans le premier lot de documents lundi.

Voici le processus:

1. Une fois la collection terminée, elle est téléchargée sur le system Ringtail de PCO dans l'un des deux environnements (non-protégé (protégé B et inférieur) et classifié).
2. Une fois les documents téléchargés, les experts en la matière effectuent un examen binaire des documents dans l'environnement non-protégé (documents et courriels Protégé B et inférieur) pour décider si les documents doivent être caviardé (O / N). **s.23**
3. [redacted]
4. Les cadres de chaque section (nous recommandons que ce soit au niveau du sous-secrétaire adjoint / SMA) approuvent leurs documents pour être divulgués (en travaillant à partir de Ringtail).
5. Les documents identifiés comme ne nécessitant pas d'autres manipulations ou caviardage feront partie de l'ensemble de documents qui sera déposé le 7 décembre.

Veuillez-vous assurer de collaborer avec la Direction des consultations et des communications pour discuter de tout besoin de communication / gestion des problèmes concernant vos dossiers respectifs.

Des lignes directrices concernant le processus après le 7 décembre seront fournies à une date ultérieure.

Merci pour votre collaboration continue.

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Simmering, William

From: Jeffrey, Tamara
Sent: Friday, December 4, 2020 10:03 AM
To: Bouchard, Chantal
Cc: Madore, Alexandre; Schwendt, Steven; Cintrat, Jean; Benoit, Louise; Endicott, Jessica; Babad, Luke
Subject: RE: PPE 5 attachments - PPE Reports

Good Morning Chantal,

As noted in previous emails, LHP is not a CBI subject-matter expert. As the holders of the information, you are best placed to make the judgment call as to whether documents are in scope based on the terms of the motion and the Nov 13 guidance.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343 s.16(2)
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

From: Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 9:47 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Madore, Alexandre <Alexandre.Madore@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Benoit, Louise <Louise.Benoit@pco-bcp.gc.ca>; Endicott, Jessica <Jessica.Endicott@pco-bcp.gc.ca>; Babad, Luke <Luke.Babad@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>
Subject: RE: PPE 5 attachments - PPE Reports

Good morning Tamara, I am poking you again this morning regarding my question of yesterday. ☺ Your decision/clarification will help us closing or finalizing Lisa and Steven's inbox, and will help us determine what can be released right away (ie not sensitive info). Can you let us know if you think these reports should be considered confidential business information?

In my view I don't think so because I believe that much of the information is public knowledge (contracts, deliveries, etc). In addition, I do not believe that disclosure of the information *would result in significant loss for a business or economic gain for a competitor*, as per the definition of CBI.

If you are not in a position to determine if this is indeed CBI or not, is there a quick way to find out how HC intends to treat this info since they are the author of those reports? And to ensure that we have a consistent whole of government approach (ie that we are treating this information the same way)?

Thank for your assistance with this.

From: Bouchard, Chantal
Sent: Thursday, December 3, 2020 2:52 PM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>

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Cc: Madore, Alexandre <Alexandre.Madore@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>
Subject: FW: PPE 5 attachments - PPE Reports

Tamara, having some back and forth with ERDP about CBI, I would like to confirm with you that none of these reports (attached) would contain (in your opinion) any confidential business information.

I would not think so, because most of this information is public knowledge at this point (ie past reports reflect the pass, ie public know how many ventilators, where they are, etc.), but would like to have your views nevertheless. **s.23**

[redacted]

Depending on your response, we may have to remove all of them because they contain CBI, but want to confirm that it is the case indeed.

merci!

From: Endicott, Jessica <Jessica.Endicott@pco-bcp.gc.ca>
Sent: Thursday, December 3, 2020 2:40 PM
To: Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>
Subject: PPE 5 attachments

Jessica Endicott
Executive Coordinator, Social Development Policy
Privy Council Office / Government of Canada
Jessica.Endicott@pco-bcp.gc.ca Cel: [redacted]

Coordinateur Exécutif, Politique du développement social
Bureau du Conseil privé / Gouvernement du Canada
Jessica.Endicott@pco-bcp.gc.ca Tél. cell. : [redacted]

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Simmering, William

From: Jeffrey, Tamara
Sent: Friday, December 4, 2020 10:59 AM
To: Babad, Luke
Subject: RE: Quick question

HI Luke,

Direction on this very subject should be coming out imminently.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

s.16(2)

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 9:44 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: Quick question

Recognizing your team is still deciding who does the final sign-off on redactions – who is doing the sign-off this weekend on the first round of documents going to the Parliamentary Law Clerk?

Luke

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Simmering, William

From: Jeffrey, Tamara
Sent: Friday, December 4, 2020 9:15 PM
To: Babad, Luke
Subject: RE: Ringtail document review

Hi Luke,

Just wanted to check-in and see how the review was coming along? Do you anticipate making more progress over the weekend? Has Alexandre been able to resolve the IT issues and start reviewing documents as well?

LHP is looking to get a sense of where you are in the process and whether ATIP folks should be on stand-by to undertake the QC portion of the exercise over the weekend.

Thank you.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted] s.16(2)
Tamara.Jeffrey@pco-bcp.gc.ca

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 4:10 PM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: RE: Ringtail document review

Hi Tamara,

Yep all set! I'm just starting the binary review as we speak. Alex is having some technical challenges with Cabnet but will be up and running as soon as he can.

Luke

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 4:03 PM
To: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Subject: RE: Ringtail document review

Hi Luke,

I believe you received confirmation from Vanessa that you should indeed be going into the COVID Secretariat.

Has your group started the binary review process? Merci!

Tamara Jeffrey

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Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

s.16(2)

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 2:40 PM
To: Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Lefebvre, Alexandre <Alexandre.Lefebvre@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Subject: RE: Ringtail document review

Hi Monique,

Thanks! I sent you an email from my Cabnet, but doubling up here: I note in your instructions I should be going into the 'ERDP' folder. I'm actually in the COVID Secretariat – presume I should be going into that folder to conduct review instead?

Best,
Luke

From: Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 1:14 PM
To: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Lefebvre, Alexandre <Alexandre.Lefebvre@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Subject: RE: Ringtail document review

Instructions were sent on cabnet email – FYI the email bounced back for Alexandre.

Sending second set of instructions now for Assignments Review since the collection is voluminous.

Please call me if you have any questions.

Monique Oliveira
Senior Paralegal / Parajuriste principale
Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister /
Bureau de la conseillère juridique auprès du greffier du Conseil privé et sous-ministre adjointe
Privy Council Office Legal Services Sector / Secteur des services juridiques du Bureau du Conseil privé
Teleworking / Télétravail
Cell: [redacted]
Monique.Oliveira@pco-bcp.gc.ca
Solicitor-Client Privilege/Protected
Privilège avocat-client/Protégé

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 12:17 PM

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To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>; Lefebvre, Alexandre <Alexandre.Lefebvre@pco-bcp.gc.ca>
Subject: Re: CBI

Thanks Tamara.

Hi Monique,

Alexandre and I are awaiting our login info (as well as Cabnet access). Grateful if you can advise.

Luke

Sent from my iPhone

> On Dec 4, 2020, at 12:15 PM, Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca> wrote:
>
> Hi Luke,
>
> I believe you should have the login information from Monique (cc) so you can begin your review. Your groups documents are still loading, but this does not preclude you from starting to do the binary review of the Protected B and below documents.
>
> As for your second question, more info to come in asap.
>
> Tamara Jeffrey
> Legislation and House Planning / Législation et planification parlementaire
> Privy Council Office / Bureau du Conseil privé
> 85 rue Sparks St., Ottawa ON K1A 0A3
> Tel: (613) 957-5343
> Cell: [redacted]
> Tamara.Jeffrey@pco-bcp.gc.ca
>
> s.16(2)
>
> **From:** Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
> **Sent:** Friday, December 4, 2020 12:03 PM
> **To:** Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
> **Subject:** Re: CBI
>
> Thanks, that's super helpful.
>
> I'm standing by for when IT gives me the login info and you put me on the hot seat.
>
> My Assistant Secretary hasn't done Ringtail training. Will IT just auto-issue her login info or does she need to be squeezed into today's session so she can do a sign-off on Sunday?
>
> Sent from my iPhone
>
> > On Dec 4, 2020, at 11:53 AM, Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca> wrote:

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HI Luke,

If a document containing CBI does slip into your holdings, you will be able to highlight the information (e.g, Flag for redaction) in the next step of the process. Given the speed at which documents are being collected, it is inevitable that a document containing this type of sensitive information would have made its way into the collection.

We do not recommend re-doing the pst collection at this juncture.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

s.16(2)

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 11:50 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: FW: CBI

Tamara,

If we have CBI in the system that we know has to be removed, can we simply flag it for redaction within Ringtail? Alternate would be to do as Chantal suggests below and re-do the PST backup. Presume you folks don't want to wait another day and start the upload process from scratch.

Luke

From: Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 11:45 AM
To: Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>; Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Cc: Madore, Alexandre <Alexandre.Madore@pco-bcp.gc.ca>; Endicott, Jessica <Jessica.Endicott@pco-bcp.gc.ca>; Benoit, Louise <Louise.Benoit@pco-bcp.gc.ca>; Melanson, Leigh <Leigh.Melanson@pco-bcp.gc.ca>
Subject: FW: CBI

Jodi- Luke –

See below response. We will have to go back to our PST files and remove some of them and put them in a separate folder.

From: Amanda Semaan <Amanda.Semaan@tpsgc-pwgsc.gc.ca>
Sent: Friday, December 4, 2020 10:23 AM
To: Madore, Alexandre <Alexandre.Madore@pco-bcp.gc.ca>; Isabelle Aubin <Isabelle.Aubin@tpsgc-pwgsc.gc.ca>
Cc: Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Endicott, Jessica

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<Jessica.Endicott@pco-bcp.gc.ca>; Benoit, Louise <Louise.Benoit@pco-bcp.gc.ca>
Subject: RE: CBI

Good morning Alexandre,

All contract amounts/total are confidential and in most cases, the amount of PPE purchased and company name cannot be disclosed. We would need to ensure that only the names that we have disclosed publically are released and the rest withheld.

Best,
A

Amanda Semaan
(819) 431-3649
Email: Amanda.Semaan@tpsgc-pwgsc.gc.ca

From: Madore, Alexandre [mailto:Alexandre.Madore@pco-bcp.gc.ca]
Sent: December 4, 2020 10:18 AM
To: Isabelle Aubin <Isabelle.Aubin@tpsgc-pwgsc.gc.ca>
Cc: Amanda Semaan <Amanda.Semaan@tpsgc-pwgsc.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Endicott, Jessica <Jessica.Endicott@pco-bcp.gc.ca>; Benoit, Louise <Louise.Benoit@pco-bcp.gc.ca>
Subject: CBI

Hello Isabelle,

I hope you are keeping well.

As you may know, we are included in the scope of a motion on all documents and emails related to vaccines, PPE, and testing. Can you please confirm whether the procurement updates you provide constitute *confidential business information (CBI)?* This will change how we my summaries of the information.

Thank you,
Alex

Alexandre Madore (MSW, MA)
Analyst | Analyste
Social Development Policy | Politique du development social
Privy Council Office | Bureau du Conseil Privé
613-406-3774

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Simmering, William

From: Babad, Luke
Sent: Friday, December 4, 2020 10:11 AM
To: Shi, Anke
Subject: RE: Ringtail

Ok awesome! And correct, they won't send you the log-in info until your training is complete.

From: Shi, Anke <Anke.Shi@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 10:07 AM
To: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Subject: RE: Ringtail

Don't worry about it, I think you answered the questions really well!

Thanks for the training material! Unfortunately today's session is all booked up, but I made sure I'm in the session for next Monday so I can start working on it ASAP. I guess they won't send me the log in info until I do the training?

Got it, will get started on the list of keywords right away. I've also debriefed Chad on the discussion today.

Thanks!
Anke

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 9:16 AM
To: Shi, Anke <Anke.Shi@pco-bcp.gc.ca>
Subject: RE: Ringtail

Oh my gosh I was literally sweating making sure I answered everything correctly for Dom.

Yep here's the training material on Ringtail. Good to know that you can come in tomorrow, and I'd definitely recommend signing up for the 2 pm training if possible. Unfortunately, they won't let you have access to the system until you take the training, even though it's super easy to use anyway.

You've been super helpful already and can help further by:

- Today – brainstorming a list of key word searches we should be doing to catch the most sensitive material. I'll do the same and we could compile everything later.
- Starting likely next week - Triaging as much as possible alongside me and Alex when the time comes/before you head off to Vancouver (exciting!).
- Whenever it becomes relevant - Making sure Chad's up to speed on whatever he's supposed to do, depending on what Thao decides.

PS, great job on the DR last night!
Luke

From: Shi, Anke <Anke.Shi@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 9:10 AM

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To: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Subject: Ringtail

Hi Luke,

First of all, thanks for coordinating everything and updating everyone, it's greatly appreciated! Let me know if there's anything I can help with.

In terms of going through the first round of triage in Ringtail, I know I haven't had the training yet, but I can go into the office tomorrow if needed since I live nearby. Are there any training materials you can share from the Ringtail training, so I can get up to speed? I can also see if I could sign up for the training session today at 2 PM.

Thanks!

Anke Shi
Executive Assistant | Adjointe exécutive
Impact & Innovation Unit | Unité de l'impact et de l'innovation
Privy Council Office | Bureau du Conseil privé
Government of Canada | Gouvernement du Canada
[redacted] | @impact_innovEN | @impact_innovFR
http://www.canada.ca/impact-and-innovation

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Simmering, William

From: Brochet, Vanessa
Sent: Saturday, December 5, 2020 9:57 AM
To: Neilson, David; Jeffrey, Tamara
Cc: Welbourne, Maia; Oliveira, Monique; Moreau-Tremblay, Christine (CCLU.GJCC); Mulkins, Marta
Subject: further guidance for reviewers
Attachments: Annex 1 Motion text.docx

Good morning David, Tamara, I recommend that you ensure that the SMEs and the QC reviewers fully understand the review they were to make.

Here is key information that should be provided to reviewers and QC to assist when they make their coding. It is basically a cut and paste from the guidance already sent.

It may be useful if one of you accessed Ringtail to understand and appreciate its build and content and workflow so that you are satisfied with the results. Monique and Christine are at 90 Sparks, room 531 today and could assist in providing you access and a quick tour.

Requires Highlighting

A document that requires highlighting could contain information from the categories below:

a. Cabinet Confidences;
b. National Security;
c. Advice to Ministers;
d. Information subject to solicitor-client and litigation privilege;
e. Personal information
f. Information that could be injurious to federal-provincial relations or international relations; and
g. Third party trade secrets, confidential financial, commercial, scientific or technical information. For greater certainty, confidential business information should not be provided at this time to the Department of Justice for uploading into Ringtail.

Irrelevant information

Irrelevant information includes documents that are not responsive to the House Order (attached) or that is not within the scope of the collection.
Scoping:

- Final versions of documents only (exclude draft documents, exclude final drafts not submitted to their intended recipient(s))
- e-mails sent or received by executives only (director and above)
- Exclude minutes of meetings of the Cabinet and its committees.
- Exclude documents that are in the public domain, including media reports/summaries
- Where Offices of Ministers are referenced in the motion, they will be responsible for collecting relevant records in their possession
- Confidential Business Information (CBI) **is excluded at this time.**

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Interpretation of terms

- "All documentation" is interpreted broadly to include QP notes, decks, placemats, etc
- "Records from" is interpreted to denote records in the possession of government institutions

Further guidance concerning interpretation of terms will be provided later.

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Opposition Motion (Instruction to the Standing Committee on Health (COVID-19 pandemic) (as amended))

MOTION TEXT

That the Standing Committee on Health be instructed to undertake a study on the emergency situation facing Canadians in light of the second wave of the COVID-19 pandemic, and that this study evaluate, review and examine any issues relevant to this situation, such as, but not limited to:

(a) rapid and at-home testing approvals and procurement process and schedule, and protocol for distribution;

(b) vaccine development and approvals process, procurement schedules, and protocol for distribution;

(c) federal public health guidelines and the data being used to inform them for greater clarity on efficacy;

(d) current long-term care facility COVID-19 protocols as they pertain solely to federal jurisdiction;

(e) the availability of therapeutics and treatment devices for Canadians diagnosed with COVID-19;

(f) the early warning system, Global Public Health Intelligence Network (GPHIN);

(g) the government's progress in evaluating pre- and post-arrival rapid testing for travellers;

(h) the availability of paid sick leave for those in need, including quarantine and voluntary isolation;

(i) the adequacy of health transfer payments to the provinces, in light of the COVID-19 crisis;

(j) the impact of the government's use of World Heath Organization (WHO) advice in early 2020 to delay the closure of borders and delay in the recommendation of wearing of masks on the spread of COVID-19 in Canada;

(k) the Public Health Agency of Canada's communication strategy regarding COVID-19;

(l) the development, efficacy and use of data related to the government's COVID Alert application;

(m) Canada's level of preparedness to respond to another pandemic;

(n) the availability of personal protective equipment (PPE) in Canada and a review of Canada's

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emergency stockpile of PPE between 2015 and present;

(o) the government's contact tracing protocol, including options considered, technology, timelines and resources;

(p) the government's consideration of and decision not to invoke the federal Emergencies Act;

provided that,

(q) this study begin no later than seven days following the adoption of this motion;

(r) the committee present its findings to the House upon completion and, notwithstanding Standing Order 109, that the government provide a comprehensive response to these findings within 30 days;

(s) evidence and documentation received by the committee during its study of the Canadian response to the outbreak of the coronavirus, commenced during the first session of the 43rd Parliament, be taken into consideration by the committee in the current study;

(t) that each party represented on the committee be entitled to select one witness per one-hour witness panel, and two witnesses per two-hour witness panel;

(u) an order of the House do issue for all memoranda, emails, documents, notes or other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Safety and Emergency Preparedness, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning options, plans and preparations for the GPHIN since January 1, 2018;

(v) an order of the House do issue for a record of all communications between the government and the WHO in respect of options, plans or preparations for any future operation, or absence thereof, of the GPHIN, since January 1, 2018;

(w) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19, since March 19, 2020;

(x) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Prime Minister's Office, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada concerning plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields, since March 19, 2020;

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(y) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the COVID-19 Vaccine Task Force and its subcommittees;

(z) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the Government of Canada's COVID-19 vaccine distribution and monitoring strategy, including, but not limited to anticipated timelines for the distribution of an approved COVID-19 vaccine across Canada and the prioritization of population groups for vaccination;

(aa) minutes of meetings of the cabinet and its committees be excluded from this order and all documents issued pursuant to this order (i) be organized by department and be provided to the Office of the Law Clerk and Parliamentary Counsel as soon as is practicable in light of the pandemic, but, in any event, not later than November 30, 2020, and, if this is not possible, the Clerk of the Privy Council may request an extension of no more than seven days, by writing a letter to the committee, (ii) be vetted for matters of personal privacy information and national security, and, with respect to paragraph (y) only, be additionally vetted for information the disclosure of which could reasonably be expected to interfere with contractual or other negotiations between the Government of Canada and a third party, by the Law Clerk and Parliamentary Counsel within seven days of the receipt of the documents, (iii) be laid upon the table by the Speaker, at the next earliest opportunity, once vetted, and permanently referred to the Standing Committee on Health; and

(bb) within seven days after all documents have been tabled pursuant to paragraph (aa), the Minister of Health, the Minister of Public Services and Procurement, the Minister of Public Safety and Emergency Preparedness, and the Minister of Innovation, Science and Industry be ordered to appear separately as witnesses before the Standing Committee on Health, for at least three hours each.

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Simmering, William

From: Kasouf, Steven
Sent: Saturday, December 5, 2020 6:15 PM
To: Neilson, David
Cc: Coughlin, Tatianna
Subject: FW: MOTION - one QC assignment ready

We're done COVID and ERDP for this weekend. Just waiting for the SECRET stuff which I understand we will be doing maybe on Monday, but you might get more accurate information on that. I'll be in the office on Monday so we can chat then if needed.

Have a good night!

Steven Kasouf **s.16(2)**

Deputy Director, Access to Information and Privacy
Privy Council Office / Government of Canada
steven.kasouf@pco-bcp.gc.ca
C – [redacted]

Directeur adjoint, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
steven.kasouf@pco-bcp.gc.ca
C – [redacted]

From: Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
Sent: December 5, 2020 3:29 PM
To: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Cc: Coughlin, Tatianna <Tatianna.Coughlin@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>
Subject: RE: MOTION - one QC assignment ready

Assignment 6 is ready. Please note that this is the last one for COVID-19 Secretariat and the last one for today.

Thank you,
Christine

From: Moreau-Tremblay, Christine (CCLU.GJCC)
Sent: Saturday, December 5, 2020 2:24 PM
To: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Cc: Coughlin, Tatianna <Tatianna.Coughlin@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>
Subject: RE: MOTION - one QC assignment ready

I just sent assignment #5.

From: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Sent: Saturday, December 5, 2020 2:22 PM

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To: Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
Cc: Coughlin, Tatianna <Tatianna.Coughlin@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>
Subject: RE: MOTION - one QC assignment ready

I'm off to arenas for the next 4 hours but back around 615. Tatianna is reviewing #4.

Steven Kasouf

Deputy Director, Access to Information and Privacy
Privy Council Office / Government of Canada
steven.kasouf@pco-bcp.gc.ca
C – [redacted]

Directeur adjoint, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
steven.kasouf@pco-bcp.gc.ca
C – [redacted]

s.16(2)

From: Kasouf, Steven
Sent: December 5, 2020 2:21 PM
To: Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
Cc: Coughlin, Tatianna <Tatianna.Coughlin@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>
Subject: RE: MOTION - one QC assignment ready

Review 3 is done.

Steven Kasouf

Deputy Director, Access to Information and Privacy
Privy Council Office / Government of Canada
steven.kasouf@pco-bcp.gc.ca
C – [redacted]

Directeur adjoint, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
steven.kasouf@pco-bcp.gc.ca
C – [redacted]

From: Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
Sent: December 5, 2020 2:09 PM
To: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Cc: Coughlin, Tatianna <Tatianna.Coughlin@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>
Subject: RE: MOTION - one QC assignment ready

I just sent another assignment.

From: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Sent: Saturday, December 5, 2020 12:45 PM

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

To: Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
Cc: Coughlin, Tatianna <Tatianna.Coughlin@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>
Subject: Re: MOTION - one QC assignment ready

Done

Steven Kasouf
Deputy Director / Directeur adjoint
Privy Council Office / Bureau du conseil privé **s.16(2)**

Sent from my iPhone

On Dec 5, 2020, at 11:32 AM, Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca> wrote:

Hi,

Please note that there is one QC assignment ready to take.

Thank you,
Christine

Christine Moreau-Tremblay
Paralegal and Operations Coordinator / Parajuriste et coordonnatrice des opérations
Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister /
Bureau de la conseillère juridque auprès du greffier du Conseil privé et sous-ministre adjointe
Privy Council Office Legal Services Sector / Secteur des services juridiques du Bureau du Conseil privé
Tel / Tél : 613-957-5282
christine.moreau-tremblay@pco-bcp.gc.ca

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Simmering, William

From: Brochet, Vanessa
Sent: Saturday, December 5, 2020 6:37 PM
To: Jeffrey, Tamara; Welbourne, Maia; Mulkins, Marta; Cintrat, Jean
Cc: Neilson, David
Subject: Fwd: Hesa covid study- document approval

Hello,
I have sent this email without knowing your plan and decision about documents, only to expedite things in case needed. We should discuss tomorrow about the plan for the next 48 hours, and beyond.
It would be useful if whomever will be managing production for the remaining documents were also familiar with the database and steps - you are welcome to join me if i go in tomorrow to assist ASDs. I am happy to show you the limited knowledge i have acquired in navigating Ringtail in the last 24 hours! Otherwise Monique and Christine will be in the office next week as well.

Vanessa Brochet
613-697-3586

Begin forwarded message:

> **From:** "Brochet, Vanessa" <Vanessa.Brochet@pco-bcp.gc.ca>
> **Date:** December 5, 2020 at 6:23:21 PM EST
> **To:** "Halucha, Paul" <Paul.Halucha@pco-bcp.gc.ca>, "Blanchard, Dominique" <Dominique.Blanchard@pco-bcp.gc.ca>
> **Cc:** "Oliveira, Monique" <Monique.Oliveira@pco-bcp.gc.ca>, Daniel Roussy <daniel.roussy@justice.gc.ca>, "Jeffrey, Tamara" <Tamara.Jeffrey@pco-bcp.gc.ca>, "Mulkins, Marta" <Marta.Mulkins@pco-bcp.gc.ca>, "Welbourne, Maia" <Maia.Welbourne@pco-bcp.gc.ca>, "van Dieen, Jodie" <Jodie.vanDieen@pco-bcp.gc.ca>, "Neilson, David" <David.Neilson@pco-bcp.gc.ca>
> **Subject: Hesa covid study- document approval**
>
> Good evening,
> Documents are ready for your approval in the Ringtail database. You will receive an email from Christine Moreau-Tremblay on Cabnet with a link to the Cabnet database, login and instructions to approve.
> Those are the documents that your respective branches have collected, reviewed and determined that they did not need redactions, thus they could be considered for production to the Law Clerk on Monday if time permits.
> We are happy to assist you with this exercise if needed. We recommend that you proceed as early as tomorrow morning if you wish for those documents to be considered for production on Monday.
> Please dont hesitate if you have questions .
> Vanessa Brochet
> 613-697-3586

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Simmering, William

From: Brochet, Vanessa
Sent: Saturday, December 5, 2020 10:52 AM
To: Neilson, David
Subject: Re: further guidance for reviewers

Great!

Vanessa Brochet
613-697-3586

On Dec 5, 2020, at 10:11 AM, Neilson, David <David.Neilson@pco-bcp.gc.ca> wrote:

Hi Vanessa,

Thank you, I have sent the information to my team.

I looked at the information in the system last night.

David

On Dec 5, 2020, at 9:57 AM, Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca> wrote:

Good morning David, Tamara, I recommend that you ensure that the SMEs and the QC reviewers fully understand the review they were to make.

Here is key information that should be provided to reviewers and QC to assist when they make their coding. It is basically a cut and paste from the guidance already sent.

It may be useful if one of you accessed Ringtail to understand and appreciate its build and content and workflow so that you are satisfied with the results. Monique and Christine are at 90 Sparks, room 531 today and could assist in providing you access and a quick tour.

Requires Highlighting

A document that requires highlighting could contain information from the categories below:

a. Cabinet Confidences;
b. National Security;
c. Advice to Ministers;
d. Information subject to solicitor-client and litigation privilege;

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e. Personal information
f. Information that could be injurious to federal-provincial relations or international relations; and
g. Third party trade secrets, confidential financial, commercial, scientific or technical information. For greater certainty, confidential business information should not be provided at this time to the Department of Justice for uploading into Ringtail.

Irrelevant information

Irrelevant information includes documents that are not responsive to the House Order (attached) or that is not within the scope of the collection.
Scoping:

- Final versions of documents only (exclude draft documents, exclude final drafts not submitted to their intended recipient(s))
- e-mails sent or received by executives only (director and above)
- Exclude minutes of meetings of the Cabinet and its committees.
- Exclude documents that are in the public domain, including media reports/summaries
- Where Offices of Ministers are referenced in the motion, they will be responsible for collecting relevant records in their possession
- Confidential Business Information (CBI) **is excluded at this time.**

Interpretation of terms

- "All documentation" is interpreted broadly to include QP notes, decks, placemats, etc
- "Records from" is interpreted to denote records in the possession of government institutions

Further guidance concerning interpretation of terms will be provided later.

<Annex 1 Motion text.docx>

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Simmering, William

From: Welbourne, Maia
Sent: Saturday, December 5, 2020 10:55 AM
To: Neilson, David
Cc: Cintrat, Jean
Subject: Re: Health Motion

Hi David - Likewise, lovely to meet you too. And thanks Jean for following up on numbers.

Talk soon.

Sent from my iPhone

> On Dec 5, 2020, at 10:28 AM, Neilson, David <David.Neilson@pco-bcp.gc.ca> wrote:
>
> Thank you Jean.
>
> David
>
>> On Dec 5, 2020, at 10:26 AM, Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca> wrote:
>>
>> Hi David and Maia, let me circle back with you David on that.
>>
>> -----Original Message-----
>> From: Neilson, David <David.Neilson@pco-bcp.gc.ca>
>> Sent: Saturday, December 5, 2020 10:00 AM
>> To: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
>> Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
>> Subject: Health Motion
>>
>> Hi Maia,
>>
>> It was really nice to meet you the other day!
>>
>> I'm just following up on our conversation around the number of documents PCO may have.
>>
>> Do you have any updates on the amount of information the Covid secretariat might have? The number mentioned the other day worries me a little bit and we will need to make arrangements in advance to be able to keep up.
>>
>> Thanks!
>>
>> David
>>
>>
>> David Neilson
>> Executive Director ATIP/IM

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Simmering, William

From: Mariani, Natalina
Sent: Saturday, December 5, 2020 11:49 AM
To: Neilson, David
Subject: Re: Health Motion

Oh dear, that is a lot of pages!!

Sent from my iPhone

On Dec 5, 2020, at 11:35 AM, Neilson, David <David.Neilson@pco-bcp.gc.ca> wrote:

FYI

David Neilson
Executive Director ATIP/IM

Begin forwarded message:

From: "Jeffrey, Tamara" <Tamara.Jeffrey@pco-bcp.gc.ca>
Date: December 5, 2020 at 11:02:50 AM EST
To: "Neilson, David" <David.Neilson@pco-bcp.gc.ca>
Cc: "Cintrat, Jean" <Jean.Cintrat@pco-bcp.gc.ca>
Subject: Re: Health Motion

Good Morning David,

It is our understanding that the number of pages from COVID secretariat continue to hold (approximately 250k pages). That being said, I am unable at this juncture to advise on how many pages would be under the protected B (unclassified) Vs. the Secret group.

We are hoping to get a better sense of their numbers once the upload is complete.

At last count, we anticipated PCO's total numbers to be roughly 282k pages. Numbers are being adjusted daily based on revised counts from various groups.

Thank you,

Tamara

Sent from my iPhone

On Dec 5, 2020, at 10:31 AM, Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca> wrote:

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Bonjour Tamara, is it possible to have an answer to David's question. Thanks.

-----Original Message-----

From: Neilson, David <David.Neilson@pco-bcp.gc.ca>

Sent: Saturday, December 5, 2020 10:00 AM

To: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>

Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>

Subject: Health Motion

Hi Maia,

It was really nice to meet you the other day!

I'm just following up on our conversation around the number of documents PCO may have.

Do you have any updates on the amount of information the Covid secretariat might have? The number mentioned the other day worries me a little bit and we will need to make arrangements in advance to be able to keep up.

Thanks!

David

David Neilson

Executive Director ATIP/IM

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Simmering, William

From: Mulkins, Marta
Sent: Saturday, December 5, 2020 4:13 PM
To: Brochet, Vanessa; Neilson, David
Cc: Cintrat, Jean; Oliveira, Monique; Jeffrey, Tamara; Welbourne, Maia
Subject: RE: Ringtail - review process

Colleagues, to amplify, Annie Plouffe at PSPC confirms that they can offer SME advice on CBI to OGDs, questions to go care of her. Something that can be mentioned at the ADM Coord if not already raised by PSPC last Fri (I missed that mtg).

Marta

From: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Sent: Wednesday, December 2, 2020 9:32 PM
To: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>
Subject: RE: Ringtail - review process

s.23

Page 684
is withheld pursuant to section
est retenue en vertu de l'article

23

of the Access to Information Act
de la Accès à l'information

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[redacted]

Vanessa Brochet
Director and General Counsel - Directrice and avocate générale
Privy Council Office Legal Services Sector | Secteur des services juridiques du Bureau du Conseil privé
Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister | Bureau de la conseillère juridique auprès du greffier du Conseil privé et sous-ministre adjointe
(613) 697-3586 Vanessa.Brochet@pco-bcp.gc.ca

De : Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Envoyé : 2 décembre 2020 14:14
À : Neilson, David <David.Neilson@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Cc : Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Objet : Ringtail - review process

[redacted]

Marta Mulkins
613 314 0542

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Wednesday, December 2, 2020 1:20 PM
To: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Cc: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: RE: Ringtail - review process

Thanks for your feedback. Welcome your help thanks re the ATIP/Legal review team. ATIP would be David Neilson, director. [redacted]
Jean

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Simmering, William

From: Shea, Matthew
Sent: Saturday, December 5, 2020 9:17 AM
To: Neilson, David
Cc: Nair, Sreejit (Jit); Sandberg , Tanya
Subject: RE: Standing Committee on Health. The Motion

Thanks.

In talking with Ian, I am wondering if you are going to need additional ATIP expertise at PCO and whether we should consider a call out to other departments not impacted by these motions?

From: Neilson, David <David.Neilson@pco-bcp.gc.ca>
Sent: Saturday, December 5, 2020 8:56 AM
To: Shea, Matthew <Matthew.Shea@pco-bcp.gc.ca>
Cc: Nair, Sreejit (Jit) <Sreejit.Nair@pco-bcp.gc.ca>; Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca>
Subject: Re: Standing Committee on Health. The Motion

L&HP needs to decide if we are going to send the limited amount of information that is ready to DOJ this weekend or just submit a larger package directly to the Law Clerk on Monday.

The plan for this weekend, as per Legal and L&HP, is to focus on documents provided by ERDP and the Covid secretariat. Subject matter experts in each area are doing a first review of the information and then my team is doing a review to ensure that we can submit information that can be released in full.

We have completed everything that has already been reviewed (all of ERDP's material as well as what has already been reviewed by the Covid group). People from Covid are working from 9-5 today to continue their review and my team will then do their work. Once complete, the ADM from the relevant secretariat will approve.

David

> On Dec 5, 2020, at 8:38 AM, Shea, Matthew <Matthew.Shea@pco-bcp.gc.ca> wrote:
>
> Do you have eyes on this?
>
> ---
>
> **From:** Gendron, José (SSC/SPC) <jose.gendron@canada.ca>
> **Sent:** Friday, December 4, 2020 2:22 PM
> **To:** Shea, Matthew <Matthew.Shea@pco-bcp.gc.ca>
> **Subject:** Standing Committee on Health. The Motion
>
> Hello Matt
> Our President is asking for daily updates on progress made to move data from departments over to Justice. A couple of departments are more important than others. Not surprisingly PCO is one of them. Unfortunately, I have not been able to get visibility on how PCO is doing. The only thing I know is that the review is taking longer than first

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expected due to change in scope and that the intent is to conduct the transfer manually. The type of info of interest to Paul includes

a. How much data has been gathered so far
b. How much as been successfully transferred to Justice so far
c. When to we expect to be done

I am sure that you have your eyes on this. Would it be possible for you to share something with me if possible this pm? Let me know please what is doable. Merci.

José Gendron
A/Assistant Deputy Minister, Digital Government and Science Branch
Client Service Delivery and Management
Shared Services Canada
Tel: 613-670-8559
Cell: 613-301-4485

José Gendron
Sous-ministre adjoint intérimaire, Gouvernement numérique et sciences
Direction générale de la gestion et de la prestation des services à la clientèle
Services partagés Canada
Tél : 613-670-8559
Cell : 613-301-4485

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Simmering, William

From: Brochet, Vanessa
Sent: Saturday, December 5, 2020 11:43 AM
To: Mulkins, Marta; Cintrat, Jean; Neilson, David
Subject: TR: MOTION - training for reviewers and QCs

Just FYI.

Vanessa Brochet
Director and General Counsel - Directrice and avocate générale
Privy Council Office Legal Services Sector | Secteur des services juridiques du Bureau du Conseil privé
Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister | Bureau de la conseillère juridique auprès du greffier du Conseil privé et sous-ministre adjointe
(613) 697-3586 Vanessa.Brochet@pco-bcp.gc.ca

De : Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
Envoyé : 5 décembre 2020 11:37
À : Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc : Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>
Objet : MOTION - training for reviewers and QCs

Hi Tamara,

EvMT is preparing training for reviewers and QCs for the next set of redactions. See below the list of reviewers that we have so far.

Please contact Louis-Philippe Dubrule and provide him with the names of the reviewers and QCs you would like to get the training.

SECRETARIAT	REVIEWER	QC
ERDP	ROBINSON Jodi DROLET Stephane	
SDP	BOUCHARD Chantal MADORE Alexandre DROLET Stephane	
COVID-19 Secretariat	BABAD Luke LEFEBVRE Alexandre DROLET Stephane	
IGA	CHU Marian FURLONG Brenna	

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FDP	LYNCH Christina ARMSTRONG Vicky
Sr.Personnel	BASSETT Kristen PIKE Rachelle
COMMS	RIVET Raymond DHILLON Sherry
NSIA	
P&P	MARCHINGTON Erin RAJULU Aruna BUSBY Jason
LSMP	BOLYEA Paula
MOG	
Clerk & Deputy Clerks's Office	

ATIP		KASOUF Steven COUGHLIN Tatianna
Governance	MERISSA Rahel	

Thank you,
Christine

Christine Moreau-Tremblay
Paralegal and Operations Coordinator / Parajuriste et coordonnatrice des opérations
Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister /
Bureau de la conseillère juridque auprès du greffier du Conseil privé et sous-ministre adjointe
Privy Council Office Legal Services Sector / Secteur des services juridiques du Bureau du Conseil privé
Tel / Tél : 613-957-5282
christine.moreau-tremblay@pco-bcp.gc.ca

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Simmering, William

From: Chiu, Marian
Sent: Sunday, December 6, 2020 10:37 AM
To: Babad, Luke
Cc: Bouchard, Chantal; Madore, Alexandre; Furlong, Brenna
Subject: RE: COVID-19 Motion

☺ thanks Luke! Appreciate the update (and validation ☺).

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Sunday, December 6, 2020 10:36 AM
To: Chiu, Marian <Marian.Chiu@pco-bcp.gc.ca>
Cc: Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Madore, Alexandre <Alexandre.Madore@pco-bcp.gc.ca>; Furlong, Brenna <Brenna.Furlong@pco-bcp.gc.ca>
Subject: Re: COVID-19 Motion

[redacted]

[redacted]

In short, I'm feeling comfortable with the approach you and I chatted about Friday.

Luke

s.21(1)(b)

Sent from my iPhone

> On Dec 5, 2020, at 3:38 PM, Chiu, Marian <Marian.Chiu@pco-bcp.gc.ca> wrote:
>
> Hi Chantal
>
> [redacted]
>
> [redacted]
>
> My more risk-adverse 2 cents…
>
> Including Brenna and Luke in case I am being TOO conservative!
>
> Ps I plan on going in tomorrow to try this ringtail thing and I am feeling nervous! But working on this tomorrow.

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From: Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>
Sent: Saturday, December 5, 2020 12:54 PM
To: Chiu, Marian <Marian.Chiu@pco-bcp.gc.ca>
Cc: Madore, Alexandre <Alexandre.Madore@pco-bcp.gc.ca>
Subject: COVID-19 Motion

s.21(1)(b)

Hi Marian,

[redacted] On my end, I do not see any problems releasing that kind of information, but want to make sure that we are on the same page.

Happy to chat if needed.

Chantal Bouchard
Senior Policy Advisor/Conseillère principale de la politique
Social development Policy/Politique du développement social
Privy Council Office/Bureau du Conseil privé
819-595-2948
Cell: [redacted] s.16(2)
Chantal.bouchard@pco-bcp.gc.ca

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Simmering, William

From: Birchard, Heather (HC/SC) <heather.birchard@canada.ca>
Sent: Sunday, December 6, 2020 12:58 PM
To: Babad, Luke; Eades, Pamela (HC/SC)
Subject: RE: Opposition motion - do you have a few minutes to chat today?

Hi Luke

s.21(1)(a)

[redacted]

Heather Birchard

Senior Advisor to the ADM, Strategic Policy and Integration Conseillère principale à la sous-ministre adjointe, Politique stratégique et intégration Health Canada – Santé Canada

343-543-5717
heather.birchard@canada.ca

-----Original Message-----
From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: 2020-12-06 10:34 AM
To: Eades, Pamela (HC/SC) <pamela.eades@canada.ca>
Cc: Birchard, Heather (HC/SC) <heather.birchard@canada.ca>
Subject: Re: Opposition motion - do you have a few minutes to chat today?

Thanks Pam!

Noted - we did have a few emails with updates on 'promising testing products' undergoing regulatory review. Out of an abundance of caution we're flagging those for redaction given that the names of the products are in public domain, but we wouldn't want to release details of regulatory review.

In short - on the same page!

Best,
Luke

Sent from my iPhone

On Dec 6, 2020, at 10:07 AM, Eades, Pamela (HC/SC) <pamela.eades@canada.ca> wrote:

Good morning Luke,

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Apologies for not connecting with you on Friday. Happy to connect at your convenience today or tomorrow. s.21(1)(a)

[redacted]

Hope this is helpful. Again - happy to connect. Or connect you with our motion "project manager", Heather Birchard, copied here.

Pam

Pamela Eades

Chief of Staff - Federal Lead, Covid-19 Testing, Contact Tracing and Data Management Strategies Chef de cabinet - Chef fédéral responsable du dépistage pour la Covid-19, recherche des contacts et stratégies de gestion de données

Health Canada / Santé Canada
Tel. 613-954-2887<tel:613-954-2887> / Cel. 613-295-9134<tel:613-295-9134> Brook Claxton Building, 70 Columbine Driveway<x-apple-data-detectors://12/3>
Ottawa, ON, K1A 0K9<x-apple-data-detectors://12/3>

From: "Babad, Luke" <Luke.Babad@pco-bcp.gc.ca<mailto:Luke.Babad@pco-bcp.gc.ca>>
Date: December 4, 2020 at 9:41:04 AM EST
To: "Eades, Pamela (HC/SC)" <pamela.eades@canada.ca<mailto:pamela.eades@canada.ca>>
Subject: Opposition motion - do you have a few minutes to chat today?

Hi Pamela,

Wondering if you - or a member of your team, as I imagine you're swamped – have a few moments to give me some guidance today with respect to scoping in/out of the Opposition Motion process some of the information we receive from you. We'd like to do our due diligence on disclosure, and also make sure we are not releasing commercially sensitive information.

Luke

Luke Babad
Senior Advisor|Conseiller principale
COVID-19 Secretariat|Secrétariat COVID-19 Privy Council Office|Bureau du Conseil privé Government of Canada | Gouvernement du Canada

[redacted] s.16(2)

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Simmering, William

From: Babad, Luke
Sent: Sunday, December 6, 2020 2:51 PM
To: Wong-Fortin, Bonny
Cc: Blanchard, Dominique; Hartnell, Chad; Lefebvre, Alexandre; Shi, Anke
Subject: Re: Update - opposition motion

I relayed the same to Tamara

Sent from my iPhone

> On Dec 6, 2020, at 2:40 PM, Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca> wrote:
>
> I join Dom's sentiments, a monumental task.
>
> Dom, Jean reached out to ask about the status of our secretariat's review, and based on your email, I advised that we are complete.
>
> On Dec 6, 2020, at 1:25 PM, Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca> wrote:
>
> I'm pretty sure LHP was aware our estimates were not solid enough for public consumption. I think we are Ok.
>
> FYI - I finished my review of this slice in Ringtail! Thanks for the great job in triaging, Luke, Anke and Alexandre.
>
> Dom
>
> > On Dec 5, 2020, at 3:38 PM, Babad, Luke <Luke.Babad@pco-bcp.gc.ca> wrote:
> >
> > I will add that as you suspected I was likely orders of magnitude off on the page count. Assuming the numbers have not been shared publicly, we hopefully have time to revise? I suspect Ringtail has a function that can tabulate it.
> >
> > Sent from my iPhone
> >
> > > On Dec 5, 2020, at 3:22 PM, Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca> wrote:
> > >
> > > Amazing! Thanks for all your work!!

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On Dec 5, 2020, at 3:10 PM, Babad, Luke <Luke.Babad@pco-bcp.gc.ca> wrote:

Pleased to report that we are done the yes/no/maybe process. Heading home now!

L&HP will be coming back with further instructions post-Monday on coding for the actual redactions.

Luke

From: Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 6:07 PM
To: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Hartnell, Chad <Chad.Hartnell@pco-bcp.gc.ca>
Cc: Lefebvre, Alexandre <Alexandre.Lefebvre@pco-bcp.gc.ca>; Shi, Anke <Anke.Shi@pco-bcp.gc.ca>
Subject: RE: Update - opposition motion

Thank you Luke. At this rate it's unlikely I'll be able to access Ringtail (the guidance was not super helpful, but I will try). Keep me posted as things evolve!
Dom

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 5:53 PM
To: Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Hartnell, Chad <Chad.Hartnell@pco-bcp.gc.ca>
Cc: Lefebvre, Alexandre <Alexandre.Lefebvre@pco-bcp.gc.ca>; Shi, Anke <Anke.Shi@pco-bcp.gc.ca>
Subject: Update - opposition motion

Operating on the assumption I should over-brief rather than under-brief this weekend:

- Just finished the first 100 documents. My understanding is that batch will now go into a queue to be reviewed by ATIP, Legal, and then over to Dom for sign-off
- L&HP is going to generate a report for me tomorrow morning indicating how many I recommended for redaction, to give you a sense of volume

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- Spoke with IGA, ERDP and SDP colleagues – can relay more over the phone [redacted] s.21(1)(b)
- [redacted]
- Dom – I understand Maia sent instructions earlier to Assistant Secretaries on gaining access to your portion of the review; I wasn't privy to the information but assume that efforts to enable your access are underway
- Currently leaving comments on the 'not sure' and 'recommend for redaction' documents so you, ATIP and Legal can see our thinking behind this. Presuming with some iterative feedback, we'll get better at this
- Am hearing that HC expects their review will drag on into **February** – so will give very best efforts this weekend, but expect we will be at this quite a while

Luke

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Simmering, William

From: Nair, Sreejit (Jit)
Sent: Monday, December 7, 2020 1:05 PM
To: Shea, Matthew; Neilson, David
Cc: Sandberg , Tanya; Lefebvre, Robert
Subject: RE: Standing Committee on Health. The Motion
Attachments: FW: Motion Data Gathering

Latest information I have is attached

Jit Nair
CIO-DPI
PCO-BCP

From: Shea, Matthew <Matthew.Shea@pco-bcp.gc.ca>
Sent: Monday, December 7, 2020 12:36 PM
To: Neilson, David <David.Neilson@pco-bcp.gc.ca>
Cc: Nair, Sreejit (Jit) <Sreejit.Nair@pco-bcp.gc.ca>; Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca>
Subject: RE: Standing Committee on Health. The Motion

SSC President has asked for an update. Can you update me?

From: Neilson, David <David.Neilson@pco-bcp.gc.ca>
Sent: Saturday, December 5, 2020 8:56 AM
To: Shea, Matthew <Matthew.Shea@pco-bcp.gc.ca>
Cc: Nair, Sreejit (Jit) <Sreejit.Nair@pco-bcp.gc.ca>; Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca>
Subject: Re: Standing Committee on Health. The Motion

L&HP needs to decide if we are going to send the limited amount of information that is ready to DOJ this weekend or just submit a larger package directly to the Law Clerk on Monday.

The plan for this weekend, as per Legal and L&HP, is to focus on documents provided by ERDP and the Covid secretariat. Subject matter experts in each area are doing a first review of the information and then my team is doing a review to ensure that we can submit information that can be released in full.

We have completed everything that has already been reviewed (all of ERDP's material as well as what has already been reviewed by the Covid group). People from Covid are working from 9-5 today to continue their review and my team will then do their work. Once complete, the ADM from the relevant secretariat will approve.

David

> On Dec 5, 2020, at 8:38 AM, Shea, Matthew <Matthew.Shea@pco-bcp.gc.ca> wrote:
>
> Do you have eyes on this?

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From: Gendron, José (SSC/SPC) <jose.gendron@canada.ca>
Sent: Friday, December 4, 2020 2:22 PM
To: Shea, Matthew <Matthew.Shea@pco-bcp.gc.ca>
Subject: Standing Committee on Health. The Motion

Hello Matt

Our President is asking for daily updates on progress made to move data from departments over to Justice. A couple of departments are more important than others. Not surprisingly PCO is one of them. Unfortunately, I have not been able to get visibility on how PCO is doing. The only thing I know is that the review is taking longer than first expected due to change in scope and that the intent is to conduct the transfer manually. The type of info of interest to Paul includes

a. How much data has been gathered so far
b. How much as been successfully transferred to Justice so far
c. When to we expect to be done

I am sure that you have your eyes on this. Would it be possible for you to share something with me if possible this pm? Let me know please what is doable. Merci.

José Gendron
A/Assistant Deputy Minister, Digital Government and Science Branch
Client Service Delivery and Management
Shared Services Canada
Tel: 613-670-8559
Cell: 613-301-4485

José Gendron
Sous-ministre adjoint intérimaire, Gouvernement numérique et sciences
Direction générale de la gestion et de la prestation des services à la clientèle
Services partagés Canada
Tél : 613-670-8559
Cell : 613-301-4485

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Simmering, William

From: Lefebvre, Robert
Sent: Monday, December 7, 2020 11:00 AM
To: Nair, Sreejit (Jit); MacDonald, Ken; Marasco, Giselle (SSC/SPC)
Subject: FW: Motion Data Gathering

FYI

s.16(2)

Rob Lefebvre
Manager / Workplace Technology Solutions
Privy Council Office / Bureau du Conseil privé
Government of Canada / Gouvernement du Canada
85 Sparks street / 85 rue Sparks
Ottawa, Ontario, K1A 0A3
Tel / Tél: (613) 948-6696
Cell / Cell: [redacted]
Email / Courriel: robert.lefebvre@pco-bcp.gc.ca

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: Monday, December 7, 2020 10:57 AM
To: Lefebvre, Robert <Robert.Lefebvre@pco-bcp.gc.ca>
Cc: Shibani, Alaa <Alaa.Shibani@pco-bcp.gc.ca>
Subject: RE: Motion Data Gathering

Bonjour Robert,

Branches continue with the collection of their records. I am hopeful that we will be able to finish the upload of records this week but anticipate we may have a few groups who will need additional time.

Great progress has been made to date and Alaa has been an invaluable resource!

Thank you to the both of you for being such great support on this initiative.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

From: Lefebvre, Robert <Robert.Lefebvre@pco-bcp.gc.ca>
Sent: Monday, December 7, 2020 10:53 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Shibani, Alaa <Alaa.Shibani@pco-bcp.gc.ca>
Subject: Motion Data Gathering

Hi Tamara,

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Just wondering how things are going with the data gathering.

Do we anticipate being done this week?

Let us know if there is more we can do to help.

Thanks.

Rob Lefebvre
Manager / Workplace Technology Solutions
Privy Council Office / Bureau du Conseil privé
Government of Canada / Gouvernement du Canada
85 Sparks street / 85 rue Sparks
Ottawa, Ontario, K1A 0A3
Tel / Tél: (613) 948-6696
Cell / Cell: [redacted]
Email / Courriel: robert.lefebvre@pco-bcp.gc.ca

s.16(2)

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Simmering, William

From: Shea, Matthew
Sent: Monday, December 7, 2020 2:22 PM
To: Sandberg , Tanya; Neilson, David
Subject: RE: Standing Committee on Health. The Motion

Sure, can David lead? It's due to their president today. I am delegating to him.

From: Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca>
Sent: Monday, December 7, 2020 2:17 PM
To: Shea, Matthew <Matthew.Shea@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>
Cc: Nair, Sreejit (Jit) <Sreejit.Nair@pco-bcp.gc.ca>
Subject: RE: Standing Committee on Health. The Motion

Hi Matt,

I just spoke with David and L&HP is the lead on collection and submission of the documents. Maybe Maia could tell us better where they are at in terms of SSC's questions?

To update on David's email below, ATIP has only reviewed 2300 pages (not 5000) based on what L&HP has provided that they think could be released without redaction, which is what they are prioritizing/triaging for submission to Justice first.

Branches continue their searches and upload into the system for processing.

TS

From: Shea, Matthew <Matthew.Shea@pco-bcp.gc.ca>
Sent: Monday, December 7, 2020 1:37 PM
To: Neilson, David <David.Neilson@pco-bcp.gc.ca>
Cc: Nair, Sreejit (Jit) <Sreejit.Nair@pco-bcp.gc.ca>; Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca>
Subject: RE: Standing Committee on Health. The Motion

Ok, can someone put together an email I can send to SSC. It's going in a roll up report so it has to be something we are ok with

---

From: Neilson, David <David.Neilson@pco-bcp.gc.ca>
Sent: Monday, December 7, 2020 1:02 PM
To: Shea, Matthew <Matthew.Shea@pco-bcp.gc.ca>
Cc: Nair, Sreejit (Jit) <Sreejit.Nair@pco-bcp.gc.ca>; Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca>
Subject: RE: Standing Committee on Health. The Motion

PCO ATIP worked on documents submitted and reviewed by ERDP and the Covid Secretatiat on the weekend (roughly 5,000 pages). This is part of the exercise to submit documents to the Committee completely unredacted. More documents are being uploaded tomorrow and they are going to decide whether or not to continue with the fully released material or begin the review of the Secret material. We are ready to continue our review as soon as the secretariats have uploaded the documents and complete their initial review.

I am happy to discuss further if you need more information.

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David

From: Shea, Matthew <Matthew.Shea@pco-bcp.gc.ca>
Sent: Monday, December 7, 2020 12:36 PM
To: Neilson, David <David.Neilson@pco-bcp.gc.ca>
Cc: Nair, Sreejit (Jit) <Sreejit.Nair@pco-bcp.gc.ca>; Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca>
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Cc: Nair, Sreejit (Jit) <Sreejit.Nair@pco-bcp.gc.ca>; Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca>
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David

On Dec 5, 2020, at 8:38 AM, Shea, Matthew <Matthew.Shea@pco-bcp.gc.ca> wrote:

Do you have eyes on this?

From: Gendron, José (SSC/SPC) <jose.gendron@canada.ca>
Sent: Friday, December 4, 2020 2:22 PM
To: Shea, Matthew <Matthew.Shea@pco-bcp.gc.ca>
Subject: Standing Committee on Health. The Motion

Hello Matt

Our President is asking for daily updates on progress made to move data from departments over to Justice. A couple of departments are more important than others. Not surprisingly PCO is one of them. Unfortunately, I have not been able to get visibility on how PCO is doing. The only thing I know is that the review is taking longer than first

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expected due to change in scope and that the intent is to conduct the transfer manually. The type of info of interest to Paul includes

a. How much data has been gathered so far
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c. When to we expect to be done

I am sure that you have your eyes on this. Would it be possible for you to share something with me if possible this pm? Let me know please what is doable. Merci.

José Gendron
A/Assistant Deputy Minister, Digital Government and Science Branch
Client Service Delivery and Management
Shared Services Canada
Tel: 613-670-8559
Cell: 613-301-4485

José Gendron
Sous-ministre adjoint intérimaire, Gouvernement numérique et sciences
Direction générale de la gestion et de la prestation des services à la clientèle
Services partagés Canada
Tél : 613-670-8559
Cell : 613-301-4485

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Simmering, William

s.16(2)

From: Welbourne, Maia
Sent: Monday, December 7, 2020 3:17 PM
To: Mondou, Isabelle
Cc: McCowan, Ian
Subject: Narrative re resources - Health motion
Attachments: October 26 motion narrative volumes (004).docx

Bonjour Isabelle,

Ian asked me to share our current draft of a narrative that tries to capture the impact of the health motion on implicated departments. It's still a draft – and some of the numbers are subject to confirmation – but would welcome your/your team's input. I understand there is interest at the political level in having something ready.

Merci,
Maia

Maia Welbourne
Assistant Secretary to Cabinet, Parliamentary Affairs
Secrétaire adjointe du Cabinet, Affaires parlementaires
C: [redacted]

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October 26 Health motion

Narrative regarding Volumes and Resource Implications

Volumes

Following the adoption of the motion of the Standing Committee on Health (HESA) by the House of Commons on October 26, 2020, PCO developed and issued guidance to departments and agencies to guide the production of papers under the Order.

- The key departments implicated in responding to the Order include organizations within the Health Portfolio (HC, PHAC, and CIHR); Public Services and Procurement Canada; Innovation, Science and Economic Development; the Department of Finance; and the Privy Council Office.

- There are a number of other departments that are involved, but to a lesser extent.

As part of that process, PCO asked departments to provide estimates of the total number of pages they would be required to produce. Those estimates have been refined over time.

Current estimates for all relevant records (without any scoping) are in the order of 15,000,000 pages.

- Caveat: These are the best estimates possible based on the information available to departments about their document holdings. With an undertaking of this magnitude, and until all documents have been identified and collected, it is not possible to be more precise about the quantity of pages involved.

Once it became clear that the Order could potentially require the production of millions of pages of documents, PCO issued additional guidance to "scope down" the collection of documents for the initial phase of document production, with a view to managing the workload.

- Organizations are to include only final versions of documents and e-mails sent or received by executives (director and above). They are to exclude minutes of meetings of the Cabinet and its committees (per the Order) and documents in the public domain. In addition, records containing Confidential Business Information are not to be collected at this time.

PCO asked departments to provide estimates of the number of pages they would need to produce, taking into account the scoping guidance described above.

Current estimates (with scoping) are in the order of 570,000 pages.

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- Caveat: Organizations are responsible for producing documents in their possession. Given the nature of the issues covered by the Order, and the fact that multiple departments are involved in most aspects, we expect there to be many instances of the same document collected by different organizations.

To compile the Government's response to the motion, it is using an eDiscovery document review platform to store all responsive documents. This system has several analytics functions that will make document review more efficient and consistent:

- Identical documents can be identified and duplicates can be eliminated from review. Chains of emails can be identified and only those emails needed to provide all the content in the email chain need be reviewed. Documents are fully indexed and their content can be searched.

It is important to note that the number of pages produced, once they have been "processed" in the Ringtail environment, will be smaller than the total number of documents uploaded into the system. This is due to the functionality noted above, which will eliminate duplicates and other redundant material.

Resource implications

This is an unprecedented undertaking. The Government is devoting significant resources to its ongoing efforts to comply with the Order of the House.

Among federal departments and agencies implicated by the Order, over 650 employees (at various classifications and levels) are dedicated to this task, either on a full-time or part-time basis.

- In the Health Portfolio, 370 employees are involved in this work.

The estimated cost to translate those documents that are not already available in both official languages is approximately $90,000,000. This is the estimate for documents included in the initial scope. The cost would be significantly higher to translate all documents covered by the Order.

- Estimates for translation of Health Portfolio documents are in the range of $33,000,000 to $45,000,000.

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Simmering, William

From: Mondou, Isabelle
Sent: Monday, December 7, 2020 8:37 PM
To: Welbourne, Maia
Subject: October 26 motion narrative volumes (004)
Attachments: October 26 motion narrative volumes (004).docx

Maia:

Thanks for the opportunity to comment. Attached, in track-change, are my suggestions/questions.

Happy to discuss!

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October 26 Health motion

Narrative regarding Volumes and Resource Implications

Volumes

Following the adoption of the motion of the Standing Committee on Health (HESA) by the House of Commons on October 26, 2020, PCO developed and issued guidance to departments and agencies to guide the production of papers under the Order.

Commented [MI1]: This will raise questions about the nature of the guidance.

- The key departments implicated in responding to the Order include organizations within the Health Portfolio (HC, PHAC, and CIHR); Public Services and Procurement Canada; Innovation, Science and Economic Development; the Department of Finance; and the Privy Council Office.

- There are a number of other departments that are involved, but to a lesser extent.

As part of that process, PCO asked departments to provide estimates of the total number of pages they would be required to produce. Those estimates have been refined over time.

Current estimates for all relevant records (without any scoping) are in the order of 15,000,000 pages.

- Caveat: These are the best estimates possible based on the information available to departments about their document holdings. With an undertaking of this magnitude, and until all documents have been identified and collected, it is not possible to be more precise about the quantity of pages involved.

Once it became clear that the Order could potentially require the production of millions of pages of documents, PCO issued additional guidance to "scope down" the collection of documents for the initial phase of document production, with a view to managing the workload.

- Organizations are to include only final versions of documents and e-mails sent or received by executives (director and above). They are to exclude minutes of meetings of the Cabinet and its committees (per the Order) and documents in the public domain. In addition, records containing Confidential Business Information are not to be collected at this time.

PCO asked departments to provide estimates of the number of pages they would need to produce, taking into account the scoping guidance described above.

Current estimates (with scoping) are in the order of 570,000 pages.

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- Caveat: Organizations are responsible for producing documents in their possession. Given the nature of the issues covered by the Order, and the fact that multiple departments are involved in most aspects, we expect there to be many instances of the same document collected by different organizations.

- Caveat: These are the best estimates possible based on the information available to departments about their document holdings. With an undertaking of this magnitude, and until all documents have been identified and collected, it is not possible to be more precise about the quantity of pages involved.

Commented [MI2]: Worth repeating

To compile the Government's response to the motion, it is using an eDiscovery document review platform to store all responsive documents. This system has several analytics functions that will make document review more efficient and consistent:

- Identical documents can be identified and duplicates can be eliminated from review. Chains of emails can be identified and only those emails needed to provide all the content in the email chain need be reviewed. Documents are fully indexed and their content can be searched.

It is important to note that the number of pages produced, once they have been "processed" in the Ringtail environment, will be smaller than the total number of documents uploaded into the system. This is due to the functionality noted above, which will eliminate duplicates and other redundant material.

Commented [MI3]: Can they be also removal of document based on relevancy when the document in the database are fully review?

Resource implications

This is an unprecedented undertaking. The Government is devoting significant resources to its ongoing efforts to comply with the Order of the House.

Commented [MI4]: Are we sure about that term?

Among federal departments and agencies implicated by the Order, over 650 employees (at various classifications and levels) are dedicated to this task, either on a full-time or part-time basis.

Commented [MI5]: Where did people found 650 employees in a month? They will argue that it take so much employees because we decide to apply severance, so it is our own doing. They may compare with industry standard, does this number makes sense based on industry standard.

- In the Health Portfolio, 370 employees are involved in this work.

The estimated cost to translate those documents that are not already available in both official languages is approximately $90,000,000. This is the estimate for documents included in the initial scope. The cost would be significantly higher to translate all documents covered by the Order.

- Estimates for translation of Health Portfolio documents are in the range of $33,000,000 to $45,000,000.

- Caveat: These are the best estimates possible based on the information available to departments about their document holdings. With an undertaking of this magnitude, and until all documents have been identified and collected, it is not possible to be more precise about the cost of translation

Commented [MI6]: Worth repeating.

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Simmering, William

From: Rivet, Raymond
Sent: Monday, December 7, 2020 11:39 AM
To: Tessier, Jean; Chretien, Kimberley; Jones, Murray; Butara, Frank
Cc: MacKillop, Ken; Dhillon, Sherry; Hamel, Guylaine
Subject: RE: Health motion - PCO documents

UPDATE on access to Ringtail.

Once our group has completed the collection of records, the documents will be uploaded to PCO's ringtail system (located on CabNet) by ringtail experts within PCO. Subsequently, an email containing a link, username and temporary password will be issued to the identified SMEs for our group. This will allow them to access the container with our documents. I've asked about broader access to all PCO docs and L&HP is conferring on this. Unless SMEs have a talon to access CabNet from home, they will need to be onsite (at PCO) to access the system.

Every SME will need to undergo the Ringtail training so we should identify them asap since L&HP will need to create accounts for them on PCO's Ringtail system.

L&HP will offer some support for SMEs as they are undergoing the review and highlight of documents process. Monique Oliveira and Christine Moreau-Tremblay have been offering technical support for Ringtail. ATIP and Legal support are also available once our SMEs start highlighting sensitive information.

The sequencing and timing of the merger of information with the DoJ system is evolving. Ideally, PCO documents are merged once they have undergone an initial review by SMEs, a Quality Control exercise with ATIP and have been signed off by the Assistance Deputy Secretary.
RR

s.16(2)

From: Rivet, Raymond
Sent: 6 décembre 2020 18:47
To: Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>
Cc: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Subject: RE: Health motion - PCO documents

Following up on this.
I am conferring with L&HP on the next steps in the process (review, severing, transfer to Justice).
In the interim, we need to identify a few people from Comms and the COVID Comms Hub to review the documents.
Reviewers will need to attend a one-hour training session on Ringtail.
PCO has its own version of Ringtail. I believe it's on CabNet so staff will need to access on site if they don't have a secure laptop and talon.
RR

From: Rivet, Raymond
Sent: 4 décembre 2020 11:59
To: Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Jones, Murray

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<Murray.Jones@pco-bcp.gc.ca>
Cc: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Subject: FW: Health motion - PCO documents

With reference to the process below, Sherry and I will do the Ringtail training at 2 pm this afternoon.
Hopefully this will allow us to make the documents available to our Comms colleagues for review. We'll need to identify subject matter experts in Comms and the COVID Comms Hub to do the review.
I am available to discuss.
RR

s.16(2)

[redacted]

From: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Sent: 4 décembre 2020 11:16
To: Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Shannon, Tara <Tara.Shannon@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Baird, Louise <Louise.Baird@pco-bcp.gc.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Roussy, Daniel <Daniel.Roussy@pco-bcp.gc.ca>; van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; Merissa, Rahel <Rahel.Merissa@pco-bcp.gc.ca>; Bisson, Melissa <Melissa.Bisson@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Muir, Alexandra <Alexandra.Muir@pco-bcp.gc.ca>; Malone, Lorna <Lorna.Malone@pco-bcp.gc.ca>; Champoux, Elizabeth <Elizabeth.Champoux@pco-bcp.gc.ca>; Adler, Jeremy <Jeremy.Adler@pco-bcp.gc.ca>; Harty, Siobhan <Siobhan.Harty@pco-bcp.gc.ca>; Brunelle-Côté, Antoine <Antoine.Brunelle-Cote@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Perreault, Claudie <Claudie.Perreault@pco-bcp.gc.ca>; Bowles, Louise <Louise.Bowles@pco-bcp.gc.ca>; Fung, Jennifer <Jennifer.Fung@pco-bcp.gc.ca>; Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>
Subject: Health motion - PCO documents

Colleagues,

A quick reminder regarding immediate next steps: Our focus between now and Monday, December 7, is on the identification of documents that could be released without any redactions. Branches are asked to first review documents in the Protected B database (in the Ringtail environment) to do this initial "binary" review, with a view to releasing as many documents as possible in the first batch on Monday.

Here is the process:

1. Once the collection of documents is complete, it is uploaded to PCO's Ringtail in one of two environments (Unprotected (Protected B and below) and Classified).
2. Once documents have been uploaded, Subject-Matter Experts (SMEs) do a binary review of the documents in the Protected B and below environment (documents and emails), to decide whether documents require redactions (Y/N).

s.23

3. [redacted]
4. Branch senior official (recommend it be at Assistant Deputy Secretary / ADM level) sign off on their documents for release (working from Ringtail).
5. The documents identified as not requiring further manipulation or redactions will form part of the package of documents to be released on December 7.

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Please ensure that you engage with the Communications and Consultations Branch to discuss any communications/issues management needs with respect to your respective records.

Further guidance will be provided concerning the process post Dec 7.

Thanks for your ongoing collaboration.

Collègues,

Un petit rappel concernant les prochaines étapes immédiates : Nous nous concentrons d'ici le lundi 7 décembre sur l'identification des documents qui pourraient être divulgués sans caviardage. Chaque groupe est invitées à effectuer une première revue « binaire » de leurs documents de la base de données Protégé B et inférieur (non-protégé dans l'environnement Ringtail) en vue de déposer le plus de documents possible dans le premier lot de documents lundi.

Voici le processus:

1. Une fois la collection terminée, elle est téléchargée sur le system Ringtail de PCO dans l'un des deux environnements (non-protégé (protégé B et inférieur) et classifié).
2. Une fois les documents téléchargés, les experts en la matière effectuent un examen binaire des documents dans l'environnement non-protégé (documents et courriels Protégé B et inférieur) pour décider si les documents doivent être caviardé (O / N). **s.23**
3. [redacted]
4. Les cadres de chaque section (nous recommandons que ce soit au niveau du sous-secrétaire adjoint / SMA) approuvent leurs documents pour être divulgués (en travaillant à partir de Ringtail).
5. Les documents identifiés comme ne nécessitant pas d'autres manipulations ou caviardage feront partie de l'ensemble de documents qui sera déposé le 7 décembre.

Veuillez-vous assurer de collaborer avec la Direction des consultations et des communications pour discuter de tout besoin de communication / gestion des problèmes concernant vos dossiers respectifs.

Des lignes directrices concernant le processus après le 7 décembre seront fournies à une date ultérieure.

Merci pour votre collaboration continue.

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Simmering, William

From: Jeffrey, Tamara
Sent: Monday, December 7, 2020 11:22 AM
To: Rivet, Raymond
Subject: RE: Ringtail

s.16(2)

HI Raymond,

I will need to bring that back for consideration of the best way to access the information for those purposes.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Monday, December 7, 2020 11:20 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: RE: Ringtail

One question on your response below. You indicate "This will allow them to access the container with our documents." I anticipate a need to access documents from other secretariats as well. How can we enable that? The background is that senior staff have discussed the need to get a sense of everything that is going out the door to identify potential issues. Comms will have a key role in that process.
RR

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: 7 décembre 2020 11:11
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: RE: Ringtail

Merci!

Any update on the collection process? Do you anticipate completing the exercise shortly?

Thank you,

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

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From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Monday, December 7, 2020 11:08 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: RE: Ringtail

Thanks Tamara. Very helpful. I'm reached out to identify our SMEs. Still waiting.
RR

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: 7 décembre 2020 11:06
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: RE: Ringtail

Bonjour Raymond,

Once your group has completed the collection of records, your documents will be uploaded to PCO's ringtail system (located on CabNet) by ringtail experts within PCO. Subsequently, an email containing a link, username and temporary password will be issued to the identified SMEs for your group. This will allow them to access the container with your documents. Please note that unless SMEs have a talon to access CabNet from home, they will need to be onsite (at PCO) to access the system.

Every SME will need to undergo the training you took, therefore it would be beneficial to identify them as quickly as possible. We will also need to create accounts for them on PCO's Ringtail system.

Additionally, we do have some support for SMEs as they are undergoing the review and highlight of documents process. Monique Oliveira and Christine Moreau-Tremblay have been offering technical support for Ringtail. ATIP and Legal support are also available once your SMEs start highlighting sensitive information.

The sequencing and timing of the merger of information with the DoJ system is evolving. Ideally, PCO documents are merged once they have undergone an initial review by SMEs, a Quality Control exercise with ATIP and have been signed off by the Assistance Deputy Secretary.

I trust this answers your questions, however, please do not hesitate to reach out should you have any additional questions or concerns.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

s.16(2)

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Sunday, December 6, 2020 3:41 PM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: RE: Ringtail

Hi Tamara. I'd like to get a better understanding of how to access the PCO version of Ringtail.
I'm thinking of SMEs in Comms and the COVID Comms Hub who will need to review the material. Presumably these people will also need to go through the training session.

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Is there user support available within PCO to guide our new users?
Presumably Ringtail is only available on CabNet?
I'm also wondering about the process, timelines and sequencing (review, severing, unloading to the Justice environment).
I'd like to be able to answer questions from our team. Thanks in advance.
RR

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: 4 décembre 2020 16:40
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: RE: Ringtail

Wonderful, If you would like to provide me with the names, I will get them access asap.

For the upload we would be targeting Protected B documents and emails, are you still waiting for two people to finish work on those folders or could we go ahead and upload those and do the secret documents and emails on Monday/Tuesday?

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

s.16(2)

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 4:36 PM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: Re: Ringtail

Thanks Tamara.
That's good news. We will only require a few licences (likely 5 or less).
Collection of all documents is now complete (Secret included) with the exception of two people. The test should be completed by Monday at the latest.

Sent from my iPhone

> On Dec 4, 2020, at 4:21 PM, Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca> wrote:
>
> Bonjour Raymond,
>
> As you may be aware, PCO has made the decision to use its own Ringtail system to conduct the review and highlight of sensitive information. Therefore, we have our own Ringtail experts who are able to retrieve and upload documents once the collection is complete by branches.
>
> DoJ is correct in that only those who have access to Ringtail will be able to review the documents. I am happy to provide access to others within your team should it be required. I would however note that we have a finite number of licenses and therefore could not extend a license to everyone.

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Do you still anticipate being in a position to complete the collection of Protected B documents for your group today?

I hope this helps, however, should you have any other questions or concerns, please do not hesitate to ask.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

s.16(2)

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 3:26 PM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: Ringtail

Hi Tamara – I participated in the Nuix session this afternoon.
It focused entirely on navigating and using the software.
Justice was not able to speak to how the documents are to be transferred from where they currently reside to the Ringtail system.
Will you be providing guidance on that aspect?
I also have questions about providing access to others in Comms who will need to review the content. The answer from Justice seemed to be that only those with access to Ringtail will be able to review the documents.
I know time is short on this so I wanted to reach out to you for further guidance.
Thanks in advance.
RR
[redacted]

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Simmering, William

From: Robinson, Jodi
Sent: Monday, December 7, 2020 9:06 AM
To: Chiu, Marian
Cc: Babad, Luke; Bouchard, Chantal; Furlong, Brenna
Subject: Re: Motion

Agree. This should not be released. It talks about delivery points etc. At the very least secret.

Sent from my iPhone

On Dec 7, 2020, at 8:51 AM, Chiu, Marian <Marian.Chiu@pco-bcp.gc.ca> wrote:

> Hi chantal – per your reminder email just now, concur with Luke . Redact.
>
> **From:** Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
> **Sent:** Sunday, December 6, 2020 2:53 PM
> **To:** Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>
> **Cc:** Chiu, Marian <Marian.Chiu@pco-bcp.gc.ca>; Endicott, Jessica <Jessica.Endicott@pco-bcp.gc.ca>
> **Subject:** Re: Motion
>
> I would interpret that as not appropriate to release based on the direction HC and PSPC (I think?) shared. Much of this went in the system on our end though, and we've just flagged for redaction.
>
> Sent from my iPhone
>
> > On Dec 6, 2020, at 11:11 AM, Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca> wrote:
> >
> > Marian/ Luke:
> >
> > Would you have an issue if we would release the info below? (An example). I will try to find an another one with PTs to see if there would be any issues.
> >
> > **From:** Michael Mills <Michael.Mills@tpsgc-pwgsc.gc.ca>
> > **Sent:** Thursday, September 10, 2020 4:05 PM
> > **To:** Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>
> > **Cc:** Isabelle Aubin <Isabelle.Aubin@tpsgc-pwgsc.gc.ca>
> > **Subject:** [redacted] s.69(1)(g)re: (e)
> >
> > [redacted]

Page 719

is withheld pursuant to section

est retenue en vertu de l'article

69(1)(g)re: (e)

of the Access to Information Act

de la Accès à l'information

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Simmering, William

From: Mulkins, Marta
Sent: Tuesday, December 8, 2020 12:16 PM
To: James Stringham; Brochet, Vanessa; Neilson, David; Cintrat, Jean; Jeffrey, Tamara
Cc: Eid, Elisabeth; Welbourne, Maia; Saikaly, Jessica
Subject: Planning Priorities

Colleagues after a coord call today with JUS we are focusing today and tomorrow on advancing both the batching and redaction strategies. Both have been in discussion in various fora for a while now and it is timely to nail down the options, make a decision, and promulgate to the Depts as early as end of this week.

I will propose we convene discussions at our collective earliest convenience today (proposed focus be on batching) and likely again later this week (to pick up the redaction instruction discussion) to advance the following, and will ask that (if not yourself) you could please identify who you feel the appropriate rep from your group would be, or, in addition to yourself you could recommend a SME who will be helpful. I will expand a meeting invitation accordingly.

Effort 1
Batching –

- Confirm what if anything has been promulgated or discussed at a decision –maker level as yet;
- Assess batch 1 outcome – what made it in; what was temporarily screened out and why; steps needed to get this material into a next batch
- Other batch 2 and beyond concerns
    - remaining Pro B and below no-redactions estimated # pages remaining / by Dept
    - Pro B and below – redactions required , who is ready
    - secret – redactions / no redactions required , who is ready
- Other batching planning factors –
    - Holiday break question
    - Need for office access / other logistics factors
    - Typical redaction throughput planning factors (#pages / day)
- Sort by Motion paragraph question
- Drafting instruction / graphic for batching process flow

Effort 2
Redaction –

- See attached latest draft of instruction from JUS
- 'game' the rules set to identify the exceptions / questions:
    - Multiple depts. / 'Unsure' category / other lack of clarity on who is OPI for redaction decision
    - Dispute between Depts in redaction interpretation resolution – processes for referral panel as per instruction
    - For multiple OGD, some are outside of the core Motion-identified Depts – how to loop them in for redaction
- Other?

Thanks for short notice response – we will do our best to work around your limitations.

Marta
Marta Mulkins
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé

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Marta. mulkins@pco-bcp.gc.ca

s.16(2)

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Simmering, William

From: Mulkins, Marta
Sent: Wednesday, December 9, 2020 1:12 PM
To: Cintrat, Jean; Brochet, Vanessa; Jeffrey, Tamara; Neilson, David; Kaing, Dany
Cc: Welbourne, Maia
Subject: Batching Discussion Follow Up

Colleagues thanks again for your time yesterday. And welcome again to Dany Kaing who has pitched in from our neighbours in Democratic Institutions to give us a hand in documentation. To your discussion yesterday we have added in some assumptions based on the PCO coord call today as well.

This is for review, correction and coordination for the next few days.

As discussed:

Assumptions:

- Proposed definition of batch 2, for the week of Dec 14, based on observation from batch1:
    - ProB and below;
    - Complete submission of all docs requiring no redaction (do not yet initiate redaction)
    - Resolve and clear all files pulled at batch 1 (unaligned with Motion Para; unresolved collision etc) or missed at batch 1 (ready but missed at final production deadline)
    - This same definition as per batch 1 notwithstanding, this does not prevent Depts which have completed the ProB and below collection from now initiating the secret collection (but no redaction).

- Both HC and PCO have developed proposed critical paths to finalise package for JUS either on or two days in advance to enable final JUS production steps and PCO last delivery to LC steps, useful to guide general deadline parameter development.

- All review needs office-based access to Ringtail; however in cases where final release is executed via printed spreadsheet, the additional time for JUS to update the RT files will be added to the deadline for JUS production start.

- Review should continue across the rest of many Depts' collections in order to ready as many pages for next cutoff at JUS.

- For now, rough rule of thumb timeline for this 'first pass' review to bifurcate files into redact / no redact categories (as offered by HC) is

    - 500 pages / day / reviewer
    - 1000-2500 pages / day / QC

- Looking ahead, we assume there will be holiday break period Dec 21-Jan 1. First batch of the New Year, batch (3) will possibly be Jan 8th (earliest) or 15th (recommended).

Working back from:

- (S)ubmission day
    - Dec 18 Delivery to LC nlt 1700 by PCO
- S-1

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- Dec 17 JUS delivers package to PCO nlt 1700.

- S-2
  - Dec 16
    - 1700 – deadline for release approvals to JUS by Depts for non-RT approvals (release authority chosses to work off spreadsheet, not within RT)
    - 2359 – deadline for RT releases by Depts (they will start final production processing at midnight, assessing for 'collisions', consistency and mapping to paras).

- S-3 to (x)
  - Dec 9-11 Departmental internal review process – x= as many days as appropriate to each Dept (HC suggests 7 days; PCO suggests at least 5)

Therefore collection process for each batch should be <u>completed 7-10 days before</u> each next submission deadline.

<u>Next Batch considerations</u>

- Subsequent batches will have added complexity and time to process based on redaction requirements, rapid Q&A support established, and finally, the panel to resolve interpretations of redaction not solved at departmental levels.Redaction will probably require more time for end to end review process – TBD
- Processing of secret documents may require scheduling at JUS secret RT stations, therefore Depts will need to assess number of secret documents as soon as possible and coordinate directly with JUS to request time slots for processing in JUS' on-site secret RT system (17 seats at a time). Logistics of this are as yet unknown.

<u>Next Steps</u>

1. ASAP, consolidate batch 2 relevant information (to be shared with Maia by CoB today) into
   a. internal direction to PCO;
   b. External direction to OGD

2. NLT 11 Dec, develop more clarity on subsequent batch deadlines (Jan 15; 29; Feb 12; 26; March 12th.
3. Draft instruction / graphic for batching process flow (underway, Dany Kaing)
4. Draft instruction / graphic for redaction process (with JUS support)

Marta Mulkins
Legislation and House Planning / Législation et planification parlementaire
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Cell: [redacted] **s.16(2)**
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Simmering, William

From: Jeffrey, Tamara
Sent: Wednesday, December 9, 2020 4:36 PM
To: Brochet, Vanessa
Cc: Moreau-Tremblay, Christine (CCLU.GJCC); Cintrat, Jean; Oliveira, Monique; Neilson, David; Mulkins, Marta; jean.patenaude@justice.gc.ca
Subject: RE: UPDATE FDP Tasking – October 26 House Motion - COVID / Motion de la Chambre du 26 octobre - COVID
Attachments: RE: Health motion - PCO documents

Hi Vanessa,

Approvers for both groups have already been identified (see attached) and no changes are anticipated. Correct for the QC (ATIP), for the Protected B documents that require no additional handling. I have not heard we would use different process than what was done last week.

Thank you,

s.16(2)

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

From: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Sent: Wednesday, December 9, 2020 4:29 PM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Subject: Re: UPDATE FDP Tasking – October 26 House Motion - COVID / Motion de la Chambre du 26 octobre - COVID

s.23

[redacted]

Merci

Vanessa Brochet
613-697-3586

On Dec 9, 2020, at 2:10 PM, Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca> wrote:

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FDP has only completed their Protected B collection. The Secret collection will follow at a later date.

Tamara Jeffrey
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Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

s.16(2)

From: Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
Sent: Wednesday, December 9, 2020 12:53 PM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>
Subject: RE: UPDATE FDP Tasking – October 26 House Motion - COVID / Motion de la Chambre du 26 octobre - COVID

Hi Tamara,

I don't see any documents for Christina Lynch and Sheryl McLaughlin in the Secret collection. Can you please let us know if they will have documents?

Thank you,
Christine

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 3:56 PM
To: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>; Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: FW: UPDATE FDP Tasking – October 26 House Motion - COVID / Motion de la Chambre du 26 octobre - COVID

Good Afternoon,

Please note that FDP has completed their collection and are now ready for uploading. This would include documents in the folders labelled Christina Lynch and Sheryl McLaughlin.

Additionally, the SMEs for the FDP group will be **Christina Lynch** (Christina.Lynch@pco-bcp.gc.ca) and **Vicky Armstrong** (Vicky.Armstrong@pco-bcp.gc.ca).

Thank you

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]

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Tamara.Jeffrey@pco-bcp.gc.ca

From: Guertin, Carole <Carole.Guertin@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 3:53 PM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Adler, Jeremy <Jeremy.Adler@pco-bcp.gc.ca>; Guertin, Carole <Carole.Guertin@pco-bcp.gc.ca>
Subject: RE: UPDATE FDP Tasking – October 26 House Motion - COVID / Motion de la Chambre du 26 octobre - COVID

Yes, completed and uploaded to the s:drive (as per your instructions).

FDP Group: Christina Lynch; Sheryl McLaughlin

Thank you.

Carole Guertin
Adjointe exécutive / Executive Assistant
Secrétariat de la politique étrangère et de la défense (PED) /
Foreign and Defence Policy Secretariat (FDP)
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Tel: (613) 957-5455 Mobile [redacted]
carole.guertin@pco-bcp.gc.ca
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From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 3:44 PM
To: Guertin, Carole <Carole.Guertin@pco-bcp.gc.ca>
Cc: Adler, Jeremy <Jeremy.Adler@pco-bcp.gc.ca>
Subject: RE: UPDATE FDP Tasking – October 26 House Motion - COVID / Motion de la Chambre du 26 octobre - COVID

Bonjour Carole,

Just want to confirm, FDP has now completed their collection or records and we are now able to proceed to uploading them into ringtail?

Could you also confirm which folder names belong to your group other than Christina's? We will tag those documents as belonging to FDP for the review ad highlight process.

Thank you,

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
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85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

From: Guertin, Carole <Carole.Guertin@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 2:57 PM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Guertin, Carole <Carole.Guertin@pco-bcp.gc.ca>; Adler, Jeremy <Jeremy.Adler@pco-bcp.gc.ca>

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Subject: UPDATE FDP Tasking – October 26 House Motion - COVID / Motion de la Chambre du 26 octobre - COVID
Importance: High

Hi Tamara:

Please disregard my e-mail yesterday. I was able to sort with your instructions you provided.

Also, I would like to confirm, that FDP documents have been placed in the PCO Common "S" drive in accordance with the guidance issued on November 17.

And finally, I would like to provide the two FDP point of contacts (**Christina Lynch and Vicky Armstrong**) for creating their user profile and granting access to the ringtail system.

Thank you.

Carole Guertin
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From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: Thursday, December 3, 2020 12:02 PM
To: Guertin, Carole <Carole.Guertin@pco-bcp.gc.ca>
Cc: Adler, Jeremy <Jeremy.Adler@pco-bcp.gc.ca>
Subject: RE: FDP Tasking – October 26 House Motion - COVID / Motion de la Chambre du 26 octobre - COVID

Hi Carole,

Just to confirm, were documents placed in the PCO Common "S" drive in accordance with the guidance issued on November 17?

Thank you,

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
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85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

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From: Guertin, Carole <Carole.Guertin@pco-bcp.gc.ca>
Sent: Thursday, December 3, 2020 11:54 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Guertin, Carole <Carole.Guertin@pco-bcp.gc.ca>; Adler, Jeremy <Jeremy.Adler@pco-bcp.gc.ca>
Subject: FW: FDP Tasking – October 26 House Motion - COVID / Motion de la Chambre du 26 octobre -

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COVID
Importance: High

Hi Tamara,

Thank you for your message below because I had no clue who to send all this information. I believe, I received one last batch from my colleagues in FDP but will verify before sending the documents.

For the next steps, I will need to discuss with our chief of staff in FDP, as I do not understand the process.

I will get back to you soon after my conversation. Many thanks.

Carole Guertin
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From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: Thursday, December 3, 2020 11:13 AM
To: Guertin, Carole <Carole.Guertin@pco-bcp.gc.ca>
Subject: FW: FDP Tasking – October 26 House Motion - COVID / Motion de la Chambre du 26 octobre - COVID
Importance: High

Good Morning Carole,

On Jean Cintrat's behalf I am reaching out to see if your group has identified one or two subject-matter experts (SME) for the review and highlight of sensitive information in the Ringtail system.

We are in the process of creating user profiles and granting access and would like to ensure FDP users have access to the system as soon as the document collection is complete and uploaded. As well as asking the SMEs across PCO to take the 1-hour training from DoJ relating to the use of Ringtail. This training is offered daily via WebEx.

Thank you for your assistance.

Tamara Jeffrey
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85 rue Sparks St., Ottawa ON K1A 0A3
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Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

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From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Monday, November 30, 2020 5:12 PM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>

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Subject: FW: FDP Tasking – October 26 House Motion - COVID / Motion de la Chambre du 26 octobre - COVID
Importance: High

From: Guertin, Carole <Carole.Guertin@pco-bcp.gc.ca>
Sent: Monday, November 30, 2020 5:11 PM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Cc: Adler, Jeremy <Jeremy.Adler@pco-bcp.gc.ca>; Guertin, Carole <Carole.Guertin@pco-bcp.gc.ca>; Wittmann, Patrick <Patrick.Wittmann@pco-bcp.gc.ca>
Subject: FDP Tasking – October 26 House Motion - COVID / Motion de la Chambre du 26 octobre - COVID
Importance: High

Jean:

As requested, please see the completed table (below) from Foreign and Defence Policy Secretariat on the number of pages of responsive records to the October 26 motion on COVID.

Thank you.

Carole Guertin
Adjointe exécutive / Executive Assistant
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From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Friday, November 27, 2020 4:19 PM
To: Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Shannon, Tara <Tara.Shannon@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Baird, Louise <Louise.Baird@pco-bcp.gc.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Roussy, Daniel <Daniel.Roussy@pco-bcp.gc.ca>; van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; Merissa, Rahel <Rahel.Merissa@pco-bcp.gc.ca>; Bisson, Melissa <Melissa.Bisson@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Muir, Alexandra <Alexandra.Muir@pco-bcp.gc.ca>; Malone, Lorna <Lorna.Malone@pco-bcp.gc.ca>; Champoux, Elizabeth <Elizabeth.Champoux@pco-bcp.gc.ca>; Adler, Jeremy <Jeremy.Adler@pco-bcp.gc.ca>; Harty, Siobhan <Siobhan.Harty@pco-bcp.gc.ca>; Brunelle-Côté, Antoine <Antoine.Brunelle-Cote@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Perreault, Claudie <Claudie.Perreault@pco-bcp.gc.ca>; Bowles, Louise <Louise.Bowles@pco-bcp.gc.ca>; Fung, Jennifer <Jennifer.Fung@pco-bcp.gc.ca>; Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>
Cc: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-

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bcp.gc.ca>
Subject: Tasking – October 26 House Motion - COVID / Motion de la Chambre du 26 octobre - COVID

Good afternoon, departments involved in this production order have received the following tasking. We ask that each PCO branch also provide an updated number of pages of responsive records as per instructions and template below, for each branch.
Thank you.

PCO is requesting that departments involved provide an update for the number of pages of responsive records that each department or portfolio would have in response to the October 26 motion, and that the information be presented in two categories. The first, with a broad interpretation of the terms of the motion and no scoping applied and the second, with the scoping guidance issued on November 13, 2020 by PCO.

As these figures may be used in public communication, please ensure they are as accurate as possible.

A completed table (see template below) is required by noon on Monday, November 30, 2020.

Thank you

Le BCP demande à ce que chaque ministère impliqué de mette à jour le nombre de pages de documents pertinents en réponse à la motion du 26 octobre, et que l'information soit quantifiée selon deux catégories. La première, basée sur une interprétation large des termes de la motion sans aucune délimitation et la seconde, avec les directives de cadrage envoyées le 13 novembre 2020 par le BCP.

Étant donné que ces chiffres pourraient être utilisés dans le cadre de communications publiques, veuillez-vous assurer qu'ils soient aussi précis que possible.

Veuillez compléter le tableau suivant d'ici midi le lundi 30 novembre 2020.

Name of Department / Nom du ministère: Foreign and Defence Policy Secretariat

	Without Scoping / Sans delimitations	**With Scoping from November 13th guidance issued by PCO / Avec les directives de cadrage envoyées le 13 nov par le BCP**
Number of Pages / Nombre de pages	500	150

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Simmering, William

From: Jeffrey, Tamara
Sent: Saturday, December 5, 2020 9:28 AM
To: Brochet, Vanessa
Cc: Oliveira, Monique; Moreau-Tremblay, Christine (CCLU.GJCC); Cintrat, Jean
Subject: RE: Health motion - PCO documents

Good Morning Vanessa,

Note we have confirmed the approvers for Sr. Personnel and FDP as follows:

Sr. Personnel – Kristen Bassett (Kristen.Bassett@pco-bcp.gc.ca)
FDP – Patrick Wittmann (patrick.wittmann@pco-bcp.gc.ca)

I believe Kristen is also the SME for the branch and therefore already has access to the system.

Thank you,

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted] s.16(2)
Tamara.Jeffrey@pco-bcp.gc.ca

From: Jeffrey, Tamara
Sent: Friday, December 4, 2020 5:41 PM
To: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Cc: Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>; Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: RE: Health motion - PCO documents

As discussed, here are the names of the approvers who will require access to Ringtail:

ERDP – Paul Halucha (Paul.Halucha@pco-bcp.gc.ca)
COVID-19 Secretariat – Dominique Blanchard (Dominique.Blanchard@pco-bcp.gc.ca)

SPD – Lisa Setlakwe (Lisa.Setlakwe@pco-bcp.gc.ca)
P&P – Siohhan Harty (Siobhan.Harty@pco-bcp.gc.ca)
Comms – Ken MacKillop (Ken.MacKillop@pco-bcp.gc.ca)
LSMP – Antoine Brunelle-Côté (Antoine.Brunelle-Cote@pco-bcp.gc.ca_
IGA – Louise Baird (Louise.Baird@pco-bcp.gc.ca)

Sr. Personnel – Donnalyn McClymont (donnalyn.mcclymont@pco-bcp.gc.ca) - TBC
FDP – Patrick Wittmann (patrick.wittmann@pco-bcp.gc.ca) - TBC

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Thank you,

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
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Tel: (613) 957-5343
Cell: [redacted] s.16(2)
Tamara.Jeffrey@pco-bcp.gc.ca

From: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 3:18 PM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>; Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
Subject: RE: Health motion - PCO documents

Yes it would be appreciated. We will start with ERDP and Covid sec though as they are likely the only ones approving in the next days.

I understand that ERDP QC is done so Monique is preparing binders for approval.

BTW, I am informed there has been no work done on the COVID collection today.
I am also am not sure who the QC will be for this branch, likely ATIP folks? You will need to confirm.
We will need to know what to expect for the weekend.

Vanessa Brochet
Director and General Counsel - Directrice and avocate générale
Privy Council Office Legal Services Sector | Secteur des services juridiques du Bureau du Conseil privé
Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister | Bureau de la conseillère juridique auprès du greffier du Conseil privé et sous-ministre adjointe
(613) 697-3586 Vanessa.Brochet@pco-bcp.gc.ca

De : Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Envoyé : 4 décembre 2020 14:46
À : Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Cc : Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>; Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
Objet : RE: Health motion - PCO documents

Bonjour Vanessa,

Based on this approval process, we will need to grant access to Ringtail to all the Assistance Dep Secs implicated in this motion. Do you need a list (with email addresses) from me? Happy to do so if it saves you a bit of time in what I am sure is an extremely busy day.

Thank you,

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Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

s.16(2)

From: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 1:34 PM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: Re: Health motion - PCO documents

Ill see how we can do this.

Vanessa Brochet
613-697-3586

On Dec 4, 2020, at 1:33 PM, Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca> wrote:

Hi Vanessa,

As you can see below, it appears that we would like to be able to approve the binder but as discussed, have the ability to tag documents that need further review or that the ADS does not want to release/approve.

Does this give you what you need?

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

s.16(2)

From: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 1:30 PM
To: Harty, Siobhan <Siobhan.Harty@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Nix, Shannon <Shannon.Nix@pco-bcp.gc.ca>; Hubers, Mary-Ann <Mary-Ann.Hubers@pco-bcp.gc.ca>; Muir, Alexandra <Alexandra.Muir@pco-bcp.gc.ca>; Marchington, Erin <Erin.Marchington@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Subject: RE: Health motion - PCO documents

Hi Siobhan and team -

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As I understand it, Vanessa and team will provide a short document outlining the steps (with screenshots) to access the binders and approve documents and this will be shared with approvers. This would eliminate the need for Assistant Secretaries to do any kind of formal Ringtail training.

Assistant Secretaries will be asked to approve the binder as a whole, with the possibility of tagging documents that require reconsideration or for which they do not agree with disclosure.

This aligns with the process being used by DoJ and other departments.

Vanessa and team can also offer tailored training for approvers via Teams and the possibility of technical support over the weekend, as necessary.

This is the extent of my knowledge of Ringtail! Please feel free to contact Vanessa/her team if there are any other questions regarding system functionality, access, etc.

Thanks,
Maia

From: Harty, Siobhan <Siobhan.Harty@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 11:23 AM
To: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Nix, Shannon <Shannon.Nix@pco-bcp.gc.ca>; Hubers, Mary-Ann <Mary-Ann.Hubers@pco-bcp.gc.ca>; Muir, Alexandra <Alexandra.Muir@pco-bcp.gc.ca>; Marchington, Erin <Erin.Marchington@pco-bcp.gc.ca>
Subject: RE: Health motion - PCO documents

Thanks Maia.

I do not have access to Ringtail. I provided the names of SMEs to get access. Are ADMs supposed to be signing off before Dec 7? If so I will require access and I believe there is also training. thx

Siobhan Harty
PCO
613-298-3153

From: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Sent: Friday, December 4, 2020 11:16 AM
To: Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Shannon, Tara <Tara.Shannon@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Baird, Louise <Louise.Baird@pco-bcp.gc.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Roussy, Daniel <Daniel.Roussy@pco-bcp.gc.ca>; van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; Merissa, Rahel <Rahel.Merissa@pco-bcp.gc.ca>; Bisson, Melissa <Melissa.Bisson@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Muir, Alexandra <Alexandra.Muir@pco-bcp.gc.ca>; Malone, Lorna <Lorna.Malone@pco-bcp.gc.ca>; Champoux, Elizabeth <Elizabeth.Champoux@pco-bcp.gc.ca>; Adler, Jeremy <Jeremy.Adler@pco-bcp.gc.ca>; Harty, Siobhan <Siobhan.Harty@pco-bcp.gc.ca>; Brunelle-Côté, Antoine <Antoine.Brunelle-Cote@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Perreault, Claudie <Claudie.Perreault@pco-bcp.gc.ca>; Bowles, Louise

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<Louise.Bowles@pco-bcp.gc.ca>; Fung, Jennifer <Jennifer.Fung@pco-bcp.gc.ca>; Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>
Subject: Health motion - PCO documents

Colleagues,

A quick reminder regarding immediate next steps: Our focus between now and Monday, December 7, is on the identification of documents that could be released without any redactions. Branches are asked to first review documents in the Protected B database (in the Ringtail environment) to do this initial "binary" review, with a view to releasing as many documents as possible in the first batch on Monday.

Here is the process:

1. Once the collection of documents is complete, it is uploaded to PCO's Ringtail in one of two environments (Unprotected (Protected B and below) and Classified).
2. Once documents have been uploaded, Subject-Matter Experts (SMEs) do a binary review of the documents in the Protected B and below environment (documents and emails), to decide whether documents require redactions (Y/N). s.23
3. [redacted]
4. Branch senior official (recommend it be at Assistant Deputy Secretary / ADM level) sign off on their documents for release (working from Ringtail).
5. The documents identified as not requiring further manipulation or redactions will form part of the package of documents to be released on December 7.

Please ensure that you engage with the Communications and Consultations Branch to discuss any communications/issues management needs with respect to your respective records.

Further guidance will be provided concerning the process post Dec 7.

Thanks for your ongoing collaboration.

Collègues,

Un petit rappel concernant les prochaines étapes immédiates : Nous nous concentrons d'ici le lundi 7 décembre sur l'identification des documents qui pourraient être divulgués sans caviardage. Chaque groupe est invitées à effectuer une première revue « binaire » de leurs documents de la base de données Protégé B et inférieur (non-protégé dans l'environnement Ringtail) en vue de déposer le plus de documents possible dans le premier lot de documents lundi.

Voici le processus:

1. Une fois la collection terminée, elle est téléchargée sur le system Ringtail de PCO dans l'un des deux environnements (non-protégé (protégé B et inférieur) et classifié).
2. Une fois les documents téléchargés, les experts en la matière effectuent un examen binaire des documents dans l'environnement non-protégé (documents et courriels Protégé B et inférieur) pour décider si les documents doivent être caviardé (O / N). s.23
3. [redacted]

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4. Les cadres de chaque section (nous recommandons que ce soit au niveau du sous-secrétaire adjoint / SMA) approuvent leurs documents pour être divulgués (en travaillant à partir de Ringtail).
5. Les documents identifiés comme ne nécessitant pas d'autres manipulations ou caviardage feront partie de l'ensemble de documents qui sera déposé le 7 décembre.

Veuillez-vous assurer de collaborer avec la Direction des consultations et des communications pour discuter de tout besoin de communication / gestion des problèmes concernant vos dossiers respectifs.

Des lignes directrices concernant le processus après le 7 décembre seront fournies à une date ultérieure.

Merci pour votre collaboration continue.

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Simmering, William

From: Cintrat, Jean
Sent: Thursday, December 10, 2020 11:58 AM
To: Halucha, Paul; Henry, Barbara; Robinson, Jodi; Setlakwe, Lisa; Schwendt, Steven; Shannon, Tara; Bouchard, Chantal; Blanchard, Dominique; Wong-Fortin, Bonny; Baird, Louise; Lynch, Matthew; Brochet, Vanessa; Roussy, Daniel; van Dieen, Jodie; Merissa, Rahel; Bisson, Melissa; Butara, Frank; Rivet, Raymond; Tessier, Jean; Chretien, Kimberley; Muir, Alexandra; Malone, Lorna; Champoux, Elizabeth; Adler, Jeremy; Harty, Siobhan; Brunelle-Côté, Antoine; MacKillop, Ken; Perreault, Claudie; Bowles, Louise; Fung, Jennifer; Fee, Stuart; Baird, Louise; McClymont, Donnalyn; Wittmann, Patrick; Shea, Matthew; Roussy, Daniel; van Dieen, Jodie; Neilson, David; Lefebvre, Robert; Henry, Barbara; Bassett, Kristen; Rivet, Raymond; Lynch, Matthew; Price, John
Cc: Welbourne, Maia; Jeffrey, Tamara; Mulkins, Marta; McAdam, Ryan; Madore, Alexandre; Melanson, Leigh; Babad, Luke; Lefebvre, Alexandre; Shi, Anke; Chiu, Marian; Furlong, Brenna; Lynch, Christina; Armstrong, Vicky; Pike, Rachelle; Dhillon, Sherry; Marchington, Erin; Rajulu, Aruna; Busby, Jason; Bolyea, Paula; Fee, Stuart; Kasouf, Steven; Coughlin, Tatianna; Welbourne, Maia; Mulkins, Marta; McAdam, Ryan; Jeffrey, Tamara; Brochet, Vanessa
Subject: PCO timelines - COVID motion

Good morning,

As discussed yesterday, subsequent to the production of an initial batch of documents on December 7, the goal is to provide the Law Clerk by December 15, 2020 with a second batch of documents that do not contain sensitive information.

To do so, the following timelines should be adhered to:

December 9: PCO groups to have finalized the collection of Protected B documents and emails by end of day
December 9 -11: Upload of Protected B documents and emails to the PCO Ringtail system. Initial "binary" review by SMEs to be completed by end of day on December 11, 2020.
December 10-11: As groups complete the binary review, documents are packaged and undergo a quality control (QC) process. The QC process should be completed by end of day on December 11, 2020. Documents are then packaged in e-binders for Assistant Deputy Secretary approval.
December 12 – Approval by Assistant Deputy Secretary in the Ringtail environment to take place by end of day.
December 13 – Consolidation of PCO documents and transfer to DoJ Ringtail system. Identification of issues by DoJ and automatic assignment of motion sections by key word search. Any documents for which issues identified will be set aside for a subsequent release.
December 14 – DoJ consolidation of all department records and delivery to PCO for final quality assurance.
December 15 – Delivery of documents to the Law Clerk by end of day.

At this time, we continue to focus on providing as many documents as possible that that do not contain sensitive information. Documents containing sensitive information with potential redactions will be included in subsequent batches of documents, after the second one on December 15, 2020.

PCO will provide guidance with respect to the proposed approach to redactions and timing of release to all departments at a later date.

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If you have any questions, please feel free to contact: Marta Mulkins (Marta.Mulkins@pco-bcp.gc.ca) or Tamara Jeffrey (tamara.jeffrey@pco-bcp.gc.ca)

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Simmering, William

From: Wong-Fortin, Bonny
Sent: Thursday, December 10, 2020 6:22 PM
To: COVID-19 Task Team | Équipe de travail sur la COVID-19 (PCO/BCP)
Subject: FW: PCO timelines - COVID motion

As discussed at our team meeting, we're in a good place.

We've collected all the secret documents, so it's now just a case of triaging them in the system once they're loaded.

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Thursday, December 10, 2020 11:58 AM
To: Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Shannon, Tara <Tara.Shannon@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Baird, Louise <Louise.Baird@pco-bcp.gc.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Roussy, Daniel <Daniel.Roussy@pco-bcp.gc.ca>; van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; Merissa, Rahel <Rahel.Merissa@pco-bcp.gc.ca>; Bisson, Melissa <Melissa.Bisson@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Muir, Alexandra <Alexandra.Muir@pco-bcp.gc.ca>; Malone, Lorna <Lorna.Malone@pco-bcp.gc.ca>; Champoux, Elizabeth <Elizabeth.Champoux@pco-bcp.gc.ca>; Adler, Jeremy <Jeremy.Adler@pco-bcp.gc.ca>; Harty, Siobhan <Siobhan.Harty@pco-bcp.gc.ca>; Brunelle-Côté, Antoine <Antoine.Brunelle-Cote@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Perreault, Claudie <Claudie.Perreault@pco-bcp.gc.ca>; Bowles, Louise <Louise.Bowles@pco-bcp.gc.ca>; Fung, Jennifer <Jennifer.Fung@pco-bcp.gc.ca>; Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>; Baird, Louise <Louise.Baird@pco-bcp.gc.ca>; McClymont, Donnalyn <Donnalyn.McClymont@pco-bcp.gc.ca>; Wittmann, Patrick <Patrick.Wittmann@pco-bcp.gc.ca>; Shea, Matthew <Matthew.Shea@pco-bcp.gc.ca>; Roussy, Daniel <Daniel.Roussy@pco-bcp.gc.ca>; van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>; Lefebvre, Robert <Robert.Lefebvre@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Bassett, Kristen <Kristen.Bassett@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Price, John <John.Price@pco-bcp.gc.ca>
Cc: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; Madore, Alexandre <Alexandre.Madore@pco-bcp.gc.ca>; Melanson, Leigh <Leigh.Melanson@pco-bcp.gc.ca>; Babad, Luke <Luke.Babad@pco-bcp.gc.ca>; Lefebvre, Alexandre <Alexandre.Lefebvre@pco-bcp.gc.ca>; Shi, Anke <Anke.Shi@pco-bcp.gc.ca>; Chiu, Marian <Marian.Chiu@pco-bcp.gc.ca>; Furlong, Brenna <Brenna.Furlong@pco-bcp.gc.ca>; Lynch, Christina <Christina.Lynch@pco-bcp.gc.ca>; Armstrong, Vicky <Vicky.Armstrong@pco-bcp.gc.ca>; Pike, Rachelle <Rachelle.Pike@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Marchington, Erin <Erin.Marchington@pco-bcp.gc.ca>; Rajulu, Aruna <Aruna.Rajulu@pco-bcp.gc.ca>; Busby, Jason <Jason.Busby@pco-bcp.gc.ca>; Bolyea, Paula <Paula.Bolyea@pco-bcp.gc.ca>; Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>; Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>; Coughlin, Tatianna <Tatianna.Coughlin@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Subject: PCO timelines - COVID motion

Good morning,

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As discussed yesterday, subsequent to the production of an initial batch of documents on December 7, the goal is to provide the Law Clerk by December 15, 2020 with a second batch of documents that do not contain sensitive information.

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December 14 – DoJ consolidation of all department records and delivery to PCO for final quality assurance.
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PCO will provide guidance with respect to the proposed approach to redactions and timing of release to all departments at a later date.

If you have any questions, please feel free to contact: Marta Mulkins (Marta.Mulkins@pco-bcp.gc.ca) or Tamara Jeffrey (tamara.jeffrey@pco-bcp.gc.ca)

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Simmering, William

From: McCowan, Ian
Sent: Friday, December 11, 2020 8:48 AM
To: Mondou, Isabelle
Subject: House of Commons' Motion of October 26, 2020
Attachments: Letter from the Law Clerk and Parliamentary Counsel (EN).pdf; Letter from the Law Clerk and Parliamentary Counsel (FR).pdf

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From: McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>
Sent: Wednesday, December 9, 2020 10:29 AM
To: McCowan, Ian <Ian.McCowan@pco-bcp.gc.ca>; van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Subject: FW: House of Commons' Motion of October 26, 2020

FYI

From: Bowles, Louise <Louise.Bowles@pco-bcp.gc.ca>
Sent: Wednesday, December 9, 2020 10:28 AM
To: Perreault, Claudie <Claudie.Perreault@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>
Subject: FW: House of Commons' Motion of October 26, 2020

From: Sarah.Pentney@parl.gc.ca <Sarah.Pentney@parl.gc.ca>
Sent: Wednesday, December 9, 2020 9:31 AM
To: Shugart, Ian <Ian.Shugart@pco-bcp.gc.ca>
Cc: [redacted] s.19(1)
Subject: House of Commons' Motion of October 26, 2020

Good morning Mr. Shugart,

Please find attached correspondence in the above-noted matter from Mr. Philippe Dufresne, Law Clerk and Parliamentary Counsel of the House of Commons.

Thank you and have a good day.

Sarah

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Sarah Pentney

Special Advisor and Counsel to the Law Clerk and Parliamentary Counsel | Conseillère spéciale et avocate au Légiste et conseiller parlementaire
Office of the Law Clerk and Parliamentary Counsel | Bureau du légiste et conseiller parlementaire
House of Commons | Chambre des communes

131 Queen Street, Room 7-70 | 131, rue Queen, pièce 7-70
Ottawa, Ontario K1A 0A6
Sarah.Pentney@parl.gc.ca
Tel/Tél. : 613-996-2929
Cell : 613-298-6821

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HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

OFFICE OF THE LAW CLERK AND PARLIAMENTARY COUNSEL
BUREAU DU LÉGISTE ET CONSEILLER PARLEMENTAIRE

BY EMAIL

December 9, 2020

Mr. Ian Shugart
Clerk of the Privy Council and Secretary to the Cabinet
Privy Council Office
80 Wellington Street
Ottawa, ON K1A 0A3

Dear Mr. Shugart:

RE: House of Commons' Motion of October 26th, 2020

I am writing further to the letters of December 7th, 2020 that I received from you, the Office of the Minister of Health, the Office of the Minister of Public Services and Procurement Canada and the Prime Minister's Office, providing documents to my Office in response to the motion adopted by the House of Commons on October 26th, 2020.

My Office has received the documents and notes that, as you had indicated in your November 27, 2020 letter to the Standing Committee on Health, most were provided in only one official language. Therefore, I am writing to confirm whether, consistent with the long-standing expectations and practices when the government provides documents for tabling in the House of Commons or its Committees, you will also be providing us with translated copies of the documents in the other official language. If so, can you please advise when we can expect to receive them?

In the circumstances, I would appreciate hearing from you as soon as possible.

Yours truly,

s.19(1)

Philippe Dufresne
Law Clerk and Parliamentary Counsel

... /2

7-02 – 131 Queen Street, Ottawa, ON K1A 0A6
Tel: 613-996-6063 Fax: 613-992-4317 Email: lc-bl@parl.gc.ca

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c.c.

s.19(1)

Office of the Minister of Health
70 Columbine Driveway
Ottawa, ON K1A 0K9

Office of the Minister of Public Services and Procurement Canada
11 Laurier Street
Gatineau, QC K1A 0S5

Prime Minister's Office
80 Wellington Street
Ottawa, ON K1A 0A3

Pages 745 to / à 746

are not relevant

sont non pertinentes

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Simmering, William

From: Mondou, Isabelle
Sent: Friday, December 11, 2020 8:50 AM
To: Butara, Frank; Cummings, Laura
Cc: MacKillop, Ken; Welbourne, Maia
Subject: PCO_COVID Motion_MLQAs_EN_Draft-V2_2020-12-02_track changes

Frank, Laura,

Maia team will likely connect with you to update the Q&A in light of developments.

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Simmering, William

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Friday, December 11, 2020 9:27 AM
To: MacKillop, Ken; Laghi, Brian; Butara, Frank
Cc: Dhillon, Sherry; Chretien, Kimberley; Tessier, Jean; Hamel, Guylaine
Subject: RE: PCO timelines - COVID motion

Acknowledged. As a first step, I will inform L&HP. I will also inquire about the daily 2 pm training on Ringtail. Hopefully these sessions are continuing.

From: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Sent: 11 décembre 2020 09:24
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Subject: RE: PCO timelines - COVID motion

Thanks Ray,

Brian and Frank, your assistance is required please to review the PCO Comms documents in response to the motion.

You will need CABNET access to do so. Details to follow from Raymond.

Thanks

Ken

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Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
Subject: RE: PCO timelines - COVID motion

Sherry and I have taken the Ringtail training (such as it was) so we can provide some assistance but I would strongly suggest that we need SMEs from Strat Comms (Jean, Frank or Camille) and someone from the COVID Comms Hub (Steve, Brian or Kim).
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Thanks Ray, this is helpful.

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Typically, we have seen the binary review process being completed in a day and the QC process in a few hours. This of course depends on the volume of documents.

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Ray, As I understand it, upon completion of the transmittal of the PCO holdings to the Department of Justice, subject matter experts will be given access to Ringtail to review and highlight sensitive information contained in the Department's records.

For the PCO Comms records, if the majority of the records were from Jean, Isabelle and I, then Jean and I will need to review them before my sign off over this weekend.

Guylaine, can you arrange to get us access to the files in ringtail pls? As I understand it, we can only do this on CABNET.

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Subject: RE: PCO timelines - COVID motion

I am the only Assistant Secretary for Comms.

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Cc: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Subject: RE: PCO timelines - COVID motion

Ken,
Below is the information I have so far. I've asked for additional details. Seems to me we need identify someone in the COVID Comms Hub for the Asst Sec level approval.

Accounts for all Assistant Deputy Secretaries who will be required to approve documents have been created.

Once our group's collection is complete and uploaded the review process by our SMEs will be able to begin followed by the QC done by ATIP.

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Once the QC is completed, ebinders will be created by Legal Ops and the Assistant Deputy Secretary will receive an email from Legal Ops containing a link to the site with a username and temporary password. In that same email, they will also receive step-by-step instructions on how to approve the binders in Cabnet.

Very little flexibility exists within the timelines provided. However, documents that are not captured by this release will form part of subsequent packages.

s.16(2)

RR

[redacted]

From: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Sent: 10 décembre 2020 15:36
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
Cc: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Subject: RE: PCO timelines - COVID motion

Ray, does this mean that all ADMs who have documents need access to the ringtail system?

December 12 – Approval by Assistant Deputy Secretary in the Ringtail environment to take place by end of day.

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: December 10, 2020 12:03 PM
To: Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
Cc: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Subject: FW: PCO timelines - COVID motion

For awareness.

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: 10 décembre 2020 11:58
To: Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Shannon, Tara <Tara.Shannon@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Baird, Louise <Louise.Baird@pco-bcp.gc.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Roussy, Daniel <Daniel.Roussy@pco-bcp.gc.ca>; van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; Merissa, Rahel <Rahel.Merissa@pco-bcp.gc.ca>; Bisson, Melissa <Melissa.Bisson@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Muir, Alexandra <Alexandra.Muir@pco-bcp.gc.ca>; Malone, Lorna <Lorna.Malone@pco-bcp.gc.ca>; Champoux, Elizabeth <Elizabeth.Champoux@pco-bcp.gc.ca>; Adler, Jeremy <Jeremy.Adler@pco-bcp.gc.ca>; Harty, Siobhan <Siobhan.Harty@pco-bcp.gc.ca>; Brunelle-Côté, Antoine <Antoine.Brunelle-Cote@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Perreault, Claudie <Claudie.Perreault@pco-bcp.gc.ca>; Bowles, Louise <Louise.Bowles@pco-bcp.gc.ca>; Fung, Jennifer <Jennifer.Fung@pco-bcp.gc.ca>; Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>; Baird, Louise <Louise.Baird@pco-bcp.gc.ca>; McClymont, Donnalyn <Donnalyn.McClymont@pco-bcp.gc.ca>; Wittmann, Patrick <Patrick.Wittmann@pco-bcp.gc.ca>; Shea, Matthew <Matthew.Shea@pco-bcp.gc.ca>; Roussy, Daniel <Daniel.Roussy@pco-bcp.gc.ca>; van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>; Lefebvre, Robert <Robert.Lefebvre@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Bassett, Kristen

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<Kristen.Bassett@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Price, John <John.Price@pco-bcp.gc.ca>
Cc: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; Madore, Alexandre <Alexandre.Madore@pco-bcp.gc.ca>; Melanson, Leigh <Leigh.Melanson@pco-bcp.gc.ca>; Babad, Luke <Luke.Babad@pco-bcp.gc.ca>; Lefebvre, Alexandre <Alexandre.Lefebvre@pco-bcp.gc.ca>; Shi, Anke <Anke.Shi@pco-bcp.gc.ca>; Chiu, Marian <Marian.Chiu@pco-bcp.gc.ca>; Furlong, Brenna <Brenna.Furlong@pco-bcp.gc.ca>; Lynch, Christina <Christina.Lynch@pco-bcp.gc.ca>; Armstrong, Vicky <Vicky.Armstrong@pco-bcp.gc.ca>; Pike, Rachelle <Rachelle.Pike@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Marchington, Erin <Erin.Marchington@pco-bcp.gc.ca>; Rajulu, Aruna <Aruna.Rajulu@pco-bcp.gc.ca>; Busby, Jason <Jason.Busby@pco-bcp.gc.ca>; Bolyea, Paula <Paula.Bolyea@pco-bcp.gc.ca>; Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>; Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>; Coughlin, Tatianna <Tatianna.Coughlin@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Subject: PCO timelines - COVID motion

Good morning,

As discussed yesterday, subsequent to the production of an initial batch of documents on December 7, the goal is to provide the Law Clerk by December 15, 2020 with a second batch of documents that do not contain sensitive information.

To do so, the following timelines should be adhered to:

December 9: PCO groups to have finalized the collection of Protected B documents and emails by end of day
December 9 -11: Upload of Protected B documents and emails to the PCO Ringtail system. Initial "binary" review by SMEs to be completed by end of day on December 11, 2020.
December 10-11: As groups complete the binary review, documents are packaged and undergo a quality control (QC) process. The QC process should be completed by end of day on December 11, 2020. Documents are then packaged in e-binders for Assistant Deputy Secretary approval.
December 12 – Approval by Assistant Deputy Secretary in the Ringtail environment to take place by end of day.
December 13 – Consolidation of PCO documents and transfer to DoJ Ringtail system. Identification of issues by DoJ and automatic assignment of motion sections by key word search. Any documents for which issues identified will be set aside for a subsequent release.
December 14 – DoJ consolidation of all department records and delivery to PCO for final quality assurance.
December 15 – Delivery of documents to the Law Clerk by end of day.

At this time, we continue to focus on providing as many documents as possible that that do not contain sensitive information. Documents containing sensitive information with potential redactions will be included in subsequent batches of documents, after the second one on December 15, 2020.

PCO will provide guidance with respect to the proposed approach to redactions and timing of release to all departments at a later date.

If you have any questions, please feel free to contact: Marta Mulkins (Marta.Mulkins@pco-bcp.gc.ca) or Tamara Jeffrey (tamara.jeffrey@pco-bcp.gc.ca)

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Simmering, William

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Cc: Rivet, Raymond; Laghi, Brian; Dhillon, Sherry; Chretien, Kimberley; Tessier, Jean; Hamel, Guylaine
Subject: Re: PCO timelines - COVID motion

No problem Ken. Standing by for details.

Sent from my iPhone

> On Dec 11, 2020, at 9:24 AM, MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca> wrote:
>
> Thanks Ray,
>
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Sent: December 10, 2020 4:01 PM
To: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
Cc: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Subject: RE: PCO timelines - COVID motion

Ken,

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Below is the information I have so far. I've asked for additional details. Seems to me we need identify someone in the COVID Comms Hub for the Asst Sec level approval.

Accounts for all Assistant Deputy Secretaries who will be required to approve documents have been created.

Once our group's collection is complete and uploaded the review process by our SMEs will be able to begin followed by the QC done by ATIP.

Once the QC is completed, ebinders will be created by Legal Ops and the Assistant Deputy Secretary will receive an email from Legal Ops containing a link to the site with a username and temporary password. In that same email, they will also receive step-by-step instructions on how to approve the binders in Cabnet.

Very little flexibility exists within the timelines provided. However, documents that are not captured by this release will form part of subsequent packages. **s.16(2)**
RR

[redacted]

From: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Sent: 10 décembre 2020 15:36
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
Cc: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Subject: RE: PCO timelines - COVID motion

Ray, does this mean that all ADMs who have documents need access to the ringtail system?

December 12 – Approval by Assistant Deputy Secretary in the Ringtail environment to take place by end of day.

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: December 10, 2020 12:03 PM
To: Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
Cc: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Subject: FW: PCO timelines - COVID motion

For awareness.

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: 10 décembre 2020 11:58
To: Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Shannon, Tara <Tara.Shannon@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Baird, Louise <Louise.Baird@pco-bcp.gc.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Roussy, Daniel <Daniel.Roussy@pco-bcp.gc.ca>; van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; Merissa, Rahel <Rahel.Merissa@pco-bcp.gc.ca>; Bisson, Melissa <Melissa.Bisson@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Rivet,

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Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Muir, Alexandra <Alexandra.Muir@pco-bcp.gc.ca>; Malone, Lorna <Lorna.Malone@pco-bcp.gc.ca>; Champoux, Elizabeth <Elizabeth.Champoux@pco-bcp.gc.ca>; Adler, Jeremy <Jeremy.Adler@pco-bcp.gc.ca>; Harty, Siobhan <Siobhan.Harty@pco-bcp.gc.ca>; Brunelle-Côté, Antoine <Antoine.Brunelle-Cote@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Perreault, Claudie <Claudie.Perreault@pco-bcp.gc.ca>; Bowles, Louise <Louise.Bowles@pco-bcp.gc.ca>; Fung, Jennifer <Jennifer.Fung@pco-bcp.gc.ca>; Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>; Baird, Louise <Louise.Baird@pco-bcp.gc.ca>; McClymont, Donnalyn <Donnalyn.McClymont@pco-bcp.gc.ca>; Wittmann, Patrick <Patrick.Wittmann@pco-bcp.gc.ca>; Shea, Matthew <Matthew.Shea@pco-bcp.gc.ca>; Roussy, Daniel <Daniel.Roussy@pco-bcp.gc.ca>; van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>; Lefebvre, Robert <Robert.Lefebvre@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Bassett, Kristen <Kristen.Bassett@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Price, John <John.Price@pco-bcp.gc.ca>
Cc: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; Madore, Alexandre <Alexandre.Madore@pco-bcp.gc.ca>; Melanson, Leigh <Leigh.Melanson@pco-bcp.gc.ca>; Babad, Luke <Luke.Babad@pco-bcp.gc.ca>; Lefebvre, Alexandre <Alexandre.Lefebvre@pco-bcp.gc.ca>; Shi, Anke <Anke.Shi@pco-bcp.gc.ca>; Chiu, Marian <Marian.Chiu@pco-bcp.gc.ca>; Furlong, Brenna <Brenna.Furlong@pco-bcp.gc.ca>; Lynch, Christina <Christina.Lynch@pco-bcp.gc.ca>; Armstrong, Vicky <Vicky.Armstrong@pco-bcp.gc.ca>; Pike, Rachelle <Rachelle.Pike@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Marchington, Erin <Erin.Marchington@pco-bcp.gc.ca>; Rajulu, Aruna <Aruna.Rajulu@pco-bcp.gc.ca>; Busby, Jason <Jason.Busby@pco-bcp.gc.ca>; Bolyea, Paula <Paula.Bolyea@pco-bcp.gc.ca>; Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>; Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>; Coughlin, Tatianna <Tatianna.Coughlin@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Subject: PCO timelines - COVID motion

Good morning,

As discussed yesterday, subsequent to the production of an initial batch of documents on December 7, the goal is to provide the Law Clerk by December 15, 2020 with a second batch of documents that do not contain sensitive information.

To do so, the following timelines should be adhered to:

> **December 9**: PCO groups to have finalized the collection of Protected B documents and emails by end of day
> **December 9 -11**: Upload of Protected B documents and emails to the PCO Ringtail system. Initial "binary" review by SMEs to be completed by end of day on December 11, 2020.
> **December 10-11**: As groups complete the binary review, documents are packaged and undergo a quality control (QC) process. The QC process should be completed by end of day on December 11, 2020. Documents are then packaged in e-binders for Assistant Deputy Secretary approval.
> **December 12** – Approval by Assistant Deputy Secretary in the Ringtail environment to take place by end of day.
> **December 13** – Consolidation of PCO documents and transfer to DoJ Ringtail system. Identification of issues by DoJ and automatic assignment of motion sections by key word search. Any documents for which issues identified will be set aside for a subsequent release.
> **December 14** – DoJ consolidation of all department records and delivery to PCO for final quality assurance.

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December 15 – Delivery of documents to the Law Clerk by end of day.

At this time, we continue to focus on providing as many documents as possible that that do not contain sensitive information. Documents containing sensitive information with potential redactions will be included in subsequent batches of documents, after the second one on December 15, 2020.

PCO will provide guidance with respect to the proposed approach to redactions and timing of release to all departments at a later date.

If you have any questions, please feel free to contact: Marta Mulkins (Marta.Mulkins@pco-bcp.gc.ca) or Tamara Jeffrey (tamara.jeffrey@pco-bcp.gc.ca)

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Simmering, William

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: Friday, December 11, 2020 9:35 AM
To: Rivet, Raymond
Cc: Cintrat, Jean; Butara, Frank; Laghi, Brian; Dhillon, Sherry
Subject: Re: SMEs for Comms

Bonjour Raymond,

I will reach out to DOJ to see if they have a schedule for next week. I will let you know as quickly as I can.

Thank you,

Tamara

Sent from my iPhone

> On Dec 11, 2020, at 9:33 AM, Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca> wrote:
>
> Hi Tamara. This message is to provide the names of 2 SMEs who will review the documents for Comms and COVID Comms Hub. They are Brian Laghi and Frank Butara.
> Are the Ringtail training sessions still happening daily at 2 pm? I would like to schedule them in. Additionally, I would also like to do another session to be sure I am up to speed.
> Thanks. Please advise at your earliest convenience.
> RR
>
> s.16(2)
>
> [redacted]
>
> **From:** Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
> **Sent:** 10 décembre 2020 16:50
> **To:** Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
> **Cc:** Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
> **Subject:** RE: PCO timelines - COVID motion
>
> Great news for the completion of your records. Can you confirm which folders (i.e., the names) I should be associating with your group. This will allow me to ensure your records are properly triaged and assigned to your SMEs.
>
> The short answer to your question regarding whether someone will be communicating with Ken Mackillop is yes. For greater details, I have outline the steps the process and timing of communications:
>
> Once the documents for your group are uploaded to Ringtail the review process by SMEs will begin. This entails a binary review (Y/N) of whether a record contains sensitive information. Documents identified as containing sensitive information are triaged out of the process for further consideration at a later date. The remaining records will undergo a QC process by ATIP. This is a second review of the documents to ensure no sensitive information was overlooked and that the records are in-scope.

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Once the QC is completed, ebinders (containing a series of documents that were reviewed by SMEs and ATIP in the previous steps) will be created by Legal Ops.

Assistant Deputy Secretaries will then receive an email from Legal Ops containing a link to the site with a username and temporary password. In that same email, they will also receive step-by-step instructions on how to approve the binders on Cabnet. Legal Ops will also send an email on BNet to advise that material is ready on CabNet. Tech support from Legal Ops will be available should your ADS have any questions or run into any technical issues.

Typically, we have seen the binary review process being completed in a day and the QC process in a few hours. This of course depends on the volume of documents.

I hope this helps, but as always, remains available to answer any additional questions.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

s.16(2)

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Simmering, William

From: Coughlin, Tatianna
Sent: Saturday, December 12, 2020 2:45 PM
To: Neilson, David
Subject: Fwd: QC - motion

FYI - waiting since this morning. Below is a requested update.

Tatianna Coughlin
Privy Council Office / Bureau du Conseil privé
Government of Canada / Gouvernement du Canada
Tatianna.Coughlin@pco-bcp.gc.ca
C: [redacted]

s.16(2)

Begin forwarded message:

> **From:** "Moreau-Tremblay, Christine (CCLU.GJCC)" <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
> **Date:** December 12, 2020 at 2:43:27 PM EST
> **To:** "Coughlin, Tatianna" <Tatianna.Coughlin@pco-bcp.gc.ca>
> **Cc:** "Kasouf, Steven" <Steven.Kasouf@pco-bcp.gc.ca>, "Brochet, Vanessa" <Vanessa.Brochet@pco-bcp.gc.ca>, "Oliveira, Monique" <Monique.Oliveira@pco-bcp.gc.ca>
> **Subject: RE: QC - motion**
>
> Hi Tatianna,
>
> The reviewer for FDP has not started the review. An email was sent to her this morning but I don't have further news.
>
> I will let you know as soon as I hear something.
>
> Thank you,
> Christine
>
> ---
>
> **From:** Coughlin, Tatianna <Tatianna.Coughlin@pco-bcp.gc.ca>
> **Sent:** Saturday, December 12, 2020 2:29 PM
> **To:** Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
> **Cc:** Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
> **Subject:** Re: QC - motion
>
> Hi Christine,
>
> Could you please let me know if and when there will be documents to review today?
>
> Thank you,
>
> Tatianna Coughlin

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Privy Council Office / Bureau du Conseil privé
Government of Canada / Gouvernement du Canada
Tatianna.Coughlin@pco-bcp.gc.ca
C: [redacted]

s.16(2)

On Dec 12, 2020, at 2:22 PM, Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca> wrote:

Hi Tatiana
Can you check in with Christine please. She has the lead today.
Mo

Sent from my iPhone

On Dec 12, 2020, at 2:15 PM, Coughlin, Tatianna <Tatianna.Coughlin@pco-bcp.gc.ca> wrote:

Hi Monique,

Steven mentioned yesterday that there would be some records to review today. I'm wondering if you knew when they could be expected?

Thank you,

Tatianna Coughlin
Privy Council Office / Bureau du Conseil privé
Government of Canada / Gouvernement du Canada
Tatianna.Coughlin@pco-bcp.gc.ca
C: [redacted]

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Simmering, William

From: Brochet, Vanessa
Sent: Sunday, December 13, 2020 10:37 AM
To: Neilson, David
Subject: Fwd: MOTION QC - Covid-19 Sec - 119 documents

Fyi
Vanessa Brochet
613-697-3586

Begin forwarded message:

> **From:** "Moreau-Tremblay, Christine (CCLU.GJCC)" <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
> **Date:** December 13, 2020 at 10:36:08 AM EST
> **To:** "Coughlin, Tatianna" <Tatianna.Coughlin@pco-bcp.gc.ca>
> **Cc:** "Kasouf, Steven" <Steven.Kasouf@pco-bcp.gc.ca>, "Brochet, Vanessa" <Vanessa.Brochet@pco-bcp.gc.ca>, "Oliveira, Monique" <Monique.Oliveira@pco-bcp.gc.ca>, "Jeffrey, Tamara" <Tamara.Jeffrey@pco-bcp.gc.ca>, "Cintrat, Jean" <Jean.Cintrat@pco-bcp.gc.ca>
> **Subject: MOTION QC - Covid-19 Sec - 119 documents**
>
> Good morning Tatianna,
>
> As discussed, I gave you access to the 119 documents from the Covid-19 Secretariat that was reviewed for the Motion paragraphs and given the significant changes from the reviewer, we are asking that you review this collection again.
>
> I will let you know as soon as the reviewer for FDP has finished reviewing their collection.
>
> Thank you,
> Christine
>
> Christine Moreau-Tremblay
> Paralegal and Operations Coordinator / Parajuriste et coordonnatrice des opérations
> Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister /
> Bureau de la conseillère juridque auprès du greffier du Conseil privé et sous-ministre adjointe
> Privy Council Office Legal Services Sector / Secteur des services juridiques du Bureau du Conseil privé
> Tel / Tél : 613-957-5282
> christine.moreau-tremblay@pco-bcp.gc.ca

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Simmering, William

From: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>
Sent: Monday, December 14, 2020 3:52 PM
To: Rivet, Raymond
Subject: RE: SMEs for Comms

Hello Ray. It's Brian here. Should I now move forward with the training?
Thanks,
Brian

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Monday, December 14, 2020 9:23 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
Subject: RE: SMEs for Comms

Thanks very much Tamara.
Could you also confirm that an account has been created for Ken MacKillop?
Could I also ask you to confirm when Comms documents have been uploaded to Ringtail? **s.16(2)**
RR

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: 14 décembre 2020 09:16
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Subject: RE: SMEs for Comms

Bonjour Raymond,

To follow-up on your message below, the training is offered every day at 1 p.m.. Your SMEs should contact Diane Field (Diane.Field@justice.gc.ca) with their preferred dates for training and she will take care of the registration along with the training team.

I've also enclosed a document intended for reference as you start the review of your documents in Ringtail.

Should you have any questions or concerns, please do not hesitate to ask.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: **s.16(2)**
Tamara.Jeffrey@pco-bcp.gc.ca

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From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Friday, December 11, 2020 9:34 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Subject: SMEs for Comms

Hi Tamara. This message is to provide the names of 2 SMEs who will review the documents for Comms and COVID Comms Hub. They are Brian Laghi and Frank Butara.
Are the Ringtail training sessions still happening daily at 2 pm? I would like to schedule them in. Additionally, I would also like to do another session to be sure I am up to speed.
Thanks. Please advise at your earliest convenience.
RR

[redacted] **s.16(2)**

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: 10 décembre 2020 16:50
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: RE: PCO timelines - COVID motion

Great news for the completion of your records. Can you confirm which folders (i.e., the names) I should be associating with your group. This will allow me to ensure your records are properly triaged and assigned to your SMEs.

The short answer to your question regarding whether someone will be communicating with Ken Mackillop is yes. For greater details, I have outline the steps the process and timing of communications:

Once the documents for your group are uploaded to Ringtail the review process by SMEs will begin. This entails a binary review (Y/N) of whether a record contains sensitive information. Documents identified as containing sensitive information are triaged out of the process for further consideration at a later date. The remaining records will undergo a QC process by ATIP. This is a second review of the documents to ensure no sensitive information was overlooked and that the records are in-scope.

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Assistant Deputy Secretaries will then receive an email from Legal Ops containing a link to the site with a username and temporary password. In that same email, they will also receive step-by-step instructions on how to approve the binders on Cabnet. Legal Ops will also send an email on BNet to advise that material is ready on CabNet. Tech support from Legal Ops will be available should your ADS have any questions or run into any technical issues.

Typically, we have seen the binary review process being completed in a day and the QC process in a few hours. This of course depends on the volume of documents.

I hope this helps, but as always, remains available to answer any additional questions.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343

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Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

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Simmering, William

From: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>
Sent: Tuesday, December 15, 2020 7:16 AM
To: 'Field, Diane'
Subject: RE: training

I am afraid not. Tomorrow same time?

From: Field, Diane <Diane.Field@justice.gc.ca>
Sent: Tuesday, December 15, 2020 6:16 AM
To: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>
Subject: RE: training

Are you available today at 1:00? If so, I will send you the invite. Thanks.

From: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>
Sent: December-14-20 4:55 PM
To: Field, Diane <Diane.Field@justice.gc.ca>
Cc: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: training

Dear Ms. Field
My name is Brian Laghi and I am one of the designated individuals in PCO communications being asked to review the documents that have emerged from the recent parliamentary committee request.
My understanding there is a need for some with respect to this request and that you are the individual one should contact
Many thanks,
Brian Laghi

Brian Laghi
Director General | Directeur général
COVID-19 Communications Planning | Communications en réponse à la COVID-19 (Planifications)
PCO Response Communications Unit | L'unité des communications d'intervention spéciale du BCP
Privy Council Office | Bureau du Conseil Privé

s.16(2)

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Simmering, William

From: Jeffrey, Tamara
Sent: Wednesday, December 16, 2020 4:40 PM
To: Rivet, Raymond
Subject: RE: SMEs for Comms

s.16(2)

Bonjour Raymond,

Apologies that I missed your email this morning, it's been a rather hectic day. I am just about to participate in a meeting that will last until 5:30, but I am free after that if you have time for a call, otherwise I am free all day tomorrow to chat.

Thank you,

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Wednesday, December 16, 2020 9:38 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: RE: SMEs for Comms

Hi Tamara,
Can we chat briefly this morning? I want to be sure I'm clear on all the steps in the process and status.
RR
[redacted]

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: 14 décembre 2020 09:16
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Subject: RE: SMEs for Comms

Bonjour Raymond,

To follow-up on your message below, the training is offered every day at 1 p.m.. Your SMEs should contact Diane Field (Diane.Field@justice.gc.ca) with their preferred dates for training and she will take care of the registration along with the training team.

I've also enclosed a document intended for reference as you start the review of your documents in Ringtail.

Should you have any questions or concerns, please do not hesitate to ask.

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Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

s.16(2)

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Friday, December 11, 2020 9:34 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Subject: SMEs for Comms

Hi Tamara. This message is to provide the names of 2 SMEs who will review the documents for Comms and COVID Comms Hub. They are Brian Laghi and Frank Butara.
Are the Ringtail training sessions still happening daily at 2 pm? I would like to schedule them in. Additionally, I would also like to do another session to be sure I am up to speed.
Thanks. Please advise at your earliest convenience.
RR
[redacted]

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: 10 décembre 2020 16:50
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: RE: PCO timelines - COVID motion

Great news for the completion of your records. Can you confirm which folders (i.e., the names) I should be associating with your group. This will allow me to ensure your records are properly triaged and assigned to your SMEs.

The short answer to your question regarding whether someone will be communicating with Ken Mackillop is yes. For greater details, I have outline the steps the process and timing of communications:

Once the documents for your group are uploaded to Ringtail the review process by SMEs will begin. This entails a binary review (Y/N) of whether a record contains sensitive information. Documents identified as containing sensitive information are triaged out of the process for further consideration at a later date. The remaining records will undergo a QC process by ATIP. This is a second review of the documents to ensure no sensitive information was overlooked and that the records are in-scope.

Once the QC is completed, ebinders (containing a series of documents that were reviewed by SMEs and ATIP in the previous steps) will be created by Legal Ops.

Assistant Deputy Secretaries will then receive an email from Legal Ops containing a link to the site with a username and temporary password. In that same email, they will also receive step-by-step instructions on how to approve the binders on Cabnet. Legal Ops will also send an email on BNet to advise that material is ready on CabNet. Tech support from Legal Ops will be available should your ADS have any questions or run into any technical issues.

Typically, we have seen the binary review process being completed in a day and the QC process in a few hours. This of course depends on the volume of documents.

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I hope this helps, but as always, remains available to answer any additional questions.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

s.16(2)

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Simmering, William

From: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Sent: Wednesday, December 16, 2020 2:44 PM
To: Rivet, Raymond
Cc: Tessier, Jean; Butara, Frank; Laghi, Brian; Dhillon, Sherry
Subject: RE: PCO timelines - COVID motion

Thanks

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: December 12, 2020 2:15 PM
To: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Cc: Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Subject: RE: PCO timelines - COVID motion

Hi Ken. As discussed this morning, things are not yet in place (file upload to Ringtail and accounts) for our group. Jean Cintrat confirmed this afternoon that the Comms documents will be included in next week's batch. We will follow up Monday to get the pieces in place: setting up accounts, training, etc.

From: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Sent: 12 décembre 2020 09:47
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Cc: Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Subject: RE: PCO timelines - COVID motion

Good morning Ray,

Do we have clarity on when the docs will be ready for our review? If we need to be in the office, we need to know when please.

Thanks

Ken

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: December 11, 2020 4:42 PM
To: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Cc: Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
Subject: RE: PCO timelines - COVID motion

Ken,
The total of the files in the Outlook (Protected A&B) folder is 329 megabytes (megs) for Comms.
As an example, you had in the hundreds of emails plus attachments. This equaled 186.5 megs.
Jean had 58 emails plus the associated attachments. This equaled 28 megs

The total of the files in the Outlook (Secret) is 552 megs:

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Brian Laghi (186 megs) and Steve McLaren (365 megs)

This gives us a total of 881 megs for both folders. Given that there are typically 500 pages of written or pdf text in a meg, that gives us approximately 440k pages.
I expect that this is an upper limit. As well, there will be a lot of duplication in the documents so this number will come down a lot.
That's as much as I can say for now.
RR

From: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Sent: 11 décembre 2020 15:34
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Cc: Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
Subject: RE: PCO timelines - COVID motion

I guess we are going to have to be on site – adequately spread out.

Do we know the volume so we can assess duration of the review?

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: December 11, 2020 9:29 AM
To: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Cc: Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
Subject: RE: PCO timelines - COVID motion

Speaking of CabNet access, it appears that our DM's office has not yet forwarded our requirements to Corporate for secure laptops and talons so some more Comms staff (like myself and Sherry) can access CabNet remotely.

From: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Sent: 11 décembre 2020 09:24
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Subject: RE: PCO timelines - COVID motion

Thanks Ray,

Brian and Frank, your assistance is required please to review the PCO Comms documents in response to the motion.

You will need CABNET access to do so. Details to follow from Raymond.

Thanks

Ken

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: December 11, 2020 9:01 AM
To: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>

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Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
Subject: RE: PCO timelines - COVID motion

Sherry and I have taken the Ringtail training (such as it was) so we can provide some assistance but I would strongly suggest that we need SMEs from Strat Comms (Jean, Frank or Camille) and someone from the COVID Comms Hub (Steve, Brian or Kim).
RR

From: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Sent: 11 décembre 2020 08:56
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
Subject: RE: PCO timelines - COVID motion

Thanks Ray, this is helpful.

Are Jean and I the SMEs or are you and Sherry?

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: December 11, 2020 8:41 AM
To: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
Subject: RE: PCO timelines - COVID motion

Ken – the records will first be reviewed in the PCO Ringtail environment before being transmitted to Justice.

A Ringtail account has been created for you and someone will be communicating with you. Once the documents for our group are uploaded to Ringtail the review process by SMEs will begin. This entails a binary review (Y/N) of whether a record contains sensitive information. Documents identified as containing sensitive information are triaged out of the process for further consideration at a later date. The remaining records will undergo a QC process by ATIP. This is a second review of the documents to ensure no sensitive information was overlooked and that the records are in-scope.

Once the QC is completed, ebinders (containing a series of documents that were reviewed by SMEs and ATIP in the previous steps) will be created by Legal Ops.

Assistant Deputy Secretaries will then receive an email from Legal Ops containing a link to the site with a username and temporary password. In that same email, they will also receive step-by-step instructions on how to approve the binders on Cabnet. Legal Ops will also send an email on BNet to advise that material is ready on CabNet. Tech support from Legal Ops will be available should your ADS have any questions or run into any technical issues.

Typically, we have seen the binary review process being completed in a day and the QC process in a few hours. This of course depends on the volume of documents.

From: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Sent: 11 décembre 2020 08:25
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>

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Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
Subject: RE: PCO timelines - COVID motion

Following up on this.

Ray, As I understand it, upon completion of the transmittal of the PCO holdings to the Department of Justice, subject matter experts will be given access to Ringtail to review and highlight sensitive information contained in the Department's records.

For the PCO Comms records, if the majority of the records were from Jean, Isabelle and I, then Jean and I will need to review them before my sign off over this weekend.

Guylaine, can you arrange to get us access to the files in ringtail pls? As I understand it, we can only do this on CABNET.

Thanks

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: December 10, 2020 4:26 PM
To: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
Cc: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Subject: RE: PCO timelines - COVID motion

Acknowledged. Thanks

From: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Sent: 10 décembre 2020 16:25
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
Cc: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Subject: RE: PCO timelines - COVID motion

I can sign for it all. Tks

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: December 10, 2020 4:10 PM
To: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
Cc: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Subject: RE: PCO timelines - COVID motion

Thanks for that. I was suggesting that we may need someone for the COVID Comms Hub, like Isabelle, to sign off.

From: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Sent: 10 décembre 2020 16:08
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
Cc: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Subject: RE: PCO timelines - COVID motion

I am the only Assistant Secretary for Comms.

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From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: December 10, 2020 4:01 PM
To: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
Cc: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Subject: RE: PCO timelines - COVID motion

Ken,
Below is the information I have so far. I've asked for additional details. Seems to me we need identify someone in the COVID Comms Hub for the Asst Sec level approval.

Accounts for all Assistant Deputy Secretaries who will be required to approve documents have been created.

Once our group's collection is complete and uploaded the review process by our SMEs will be able to begin followed by the QC done by ATIP.

Once the QC is completed, ebinders will be created by Legal Ops and the Assistant Deputy Secretary will receive an email from Legal Ops containing a link to the site with a username and temporary password. In that same email, they will also receive step-by-step instructions on how to approve the binders in Cabnet.

Very little flexibility exists within the timelines provided. However, documents that are not captured by this release will form part of subsequent packages.
s.16(2)
RR

From: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Sent: 10 décembre 2020 15:36
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
Cc: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Subject: RE: PCO timelines - COVID motion

Ray, does this mean that all ADMs who have documents need access to the ringtail system?

December 12 – Approval by Assistant Deputy Secretary in the Ringtail environment to take place by end of day.

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: December 10, 2020 12:03 PM
To: Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
Cc: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Subject: FW: PCO timelines - COVID motion

For awareness.

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: 10 décembre 2020 11:58
To: Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Shannon, Tara <Tara.Shannon@pco-bcp.gc.ca>; Bouchard, Chantal

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<Chantal.Bouchard@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Baird, Louise <Louise.Baird@pco-bcp.gc.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Roussy, Daniel <Daniel.Roussy@pco-bcp.gc.ca>; van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; Merissa, Rahel <Rahel.Merissa@pco-bcp.gc.ca>; Bisson, Melissa <Melissa.Bisson@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Muir, Alexandra <Alexandra.Muir@pco-bcp.gc.ca>; Malone, Lorna <Lorna.Malone@pco-bcp.gc.ca>; Champoux, Elizabeth <Elizabeth.Champoux@pco-bcp.gc.ca>; Adler, Jeremy <Jeremy.Adler@pco-bcp.gc.ca>; Harty, Siobhan <Siobhan.Harty@pco-bcp.gc.ca>; Brunelle-Côté, Antoine <Antoine.Brunelle-Cote@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Perreault, Claudie <Claudie.Perreault@pco-bcp.gc.ca>; Bowles, Louise <Louise.Bowles@pco-bcp.gc.ca>; Fung, Jennifer <Jennifer.Fung@pco-bcp.gc.ca>; Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>; Baird, Louise <Louise.Baird@pco-bcp.gc.ca>; McClymont, Donnalyn <Donnalyn.McClymont@pco-bcp.gc.ca>; Wittmann, Patrick <Patrick.Wittmann@pco-bcp.gc.ca>; Shea, Matthew <Matthew.Shea@pco-bcp.gc.ca>; Roussy, Daniel <Daniel.Roussy@pco-bcp.gc.ca>; van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>; Lefebvre, Robert <Robert.Lefebvre@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Bassett, Kristen <Kristen.Bassett@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Price, John <John.Price@pco-bcp.gc.ca>
Cc: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; Madore, Alexandre <Alexandre.Madore@pco-bcp.gc.ca>; Melanson, Leigh <Leigh.Melanson@pco-bcp.gc.ca>; Babad, Luke <Luke.Babad@pco-bcp.gc.ca>; Lefebvre, Alexandre <Alexandre.Lefebvre@pco-bcp.gc.ca>; Shi, Anke <Anke.Shi@pco-bcp.gc.ca>; Chiu, Marian <Marian.Chiu@pco-bcp.gc.ca>; Furlong, Brenna <Brenna.Furlong@pco-bcp.gc.ca>; Lynch, Christina <Christina.Lynch@pco-bcp.gc.ca>; Armstrong, Vicky <Vicky.Armstrong@pco-bcp.gc.ca>; Pike, Rachelle <Rachelle.Pike@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Marchington, Erin <Erin.Marchington@pco-bcp.gc.ca>; Rajulu, Aruna <Aruna.Rajulu@pco-bcp.gc.ca>; Busby, Jason <Jason.Busby@pco-bcp.gc.ca>; Bolyea, Paula <Paula.Bolyea@pco-bcp.gc.ca>; Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>; Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>; Coughlin, Tatianna <Tatianna.Coughlin@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Subject: PCO timelines - COVID motion

Good morning,

As discussed yesterday, subsequent to the production of an initial batch of documents on December 7, the goal is to provide the Law Clerk by December 15, 2020 with a second batch of documents that do not contain sensitive information.

To do so, the following timelines should be adhered to:

December 9: PCO groups to have finalized the collection of Protected B documents and emails by end of day
December 9 -11: Upload of Protected B documents and emails to the PCO Ringtail system. Initial "binary" review by SMEs to be completed by end of day on December 11, 2020.
December 10-11: As groups complete the binary review, documents are packaged and undergo a quality control (QC) process. The QC process should be completed by end of day on December 11, 2020. Documents are then packaged in e-binders for Assistant Deputy Secretary approval.
December 12 – Approval by Assistant Deputy Secretary in the Ringtail environment to take place by end of day.
December 13 – Consolidation of PCO documents and transfer to DoJ Ringtail system. Identification of issues by DoJ and automatic assignment of motion sections by key word search. Any documents for which issues identified will be set aside for a subsequent release.
December 14 – DoJ consolidation of all department records and delivery to PCO for final quality assurance.

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December 15 – Delivery of documents to the Law Clerk by end of day.

At this time, we continue to focus on providing as many documents as possible that that do not contain sensitive information. Documents containing sensitive information with potential redactions will be included in subsequent batches of documents, after the second one on December 15, 2020.

PCO will provide guidance with respect to the proposed approach to redactions and timing of release to all departments at a later date.

If you have any questions, please feel free to contact: Marta Mulkins (Marta.Mulkins@pco-bcp.gc.ca) or Tamara Jeffrey (tamara.jeffrey@pco-bcp.gc.ca)

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Simmering, William

From: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>
Sent: Wednesday, December 16, 2020 2:30 PM
To: Rivet, Raymond
Subject: RE: SMEs for Comms

Hi;
I completed my training this afternoon.
Let me know about next steps when we're ready.

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Monday, December 14, 2020 9:23 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
Subject: RE: SMEs for Comms

Thanks very much Tamara.
Could you also confirm that an account has been created for Ken MacKillop?
Could I also ask you to confirm when Comms documents have been uploaded to Ringtail?
RR

s.16(2)

[redacted]

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: 14 décembre 2020 09:16
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Subject: RE: SMEs for Comms

Bonjour Raymond,

To follow-up on your message below, the training is offered every day at 1 p.m.. Your SMEs should contact Diane Field (Diane.Field@justice.gc.ca) with their preferred dates for training and she will take care of the registration along with the training team.

I've also enclosed a document intended for reference as you start the review of your documents in Ringtail.

Should you have any questions or concerns, please do not hesitate to ask.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]

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Tamara.Jeffrey@pco-bcp.gc.ca

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Friday, December 11, 2020 9:34 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Subject: SMEs for Comms

Hi Tamara. This message is to provide the names of 2 SMEs who will review the documents for Comms and COVID Comms Hub. They are Brian Laghi and Frank Butara.
Are the Ringtail training sessions still happening daily at 2 pm? I would like to schedule them in. Additionally, I would also like to do another session to be sure I am up to speed.
Thanks. Please advise at your earliest convenience. **s.16(2)**
RR

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: 10 décembre 2020 16:50
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: RE: PCO timelines - COVID motion

Great news for the completion of your records. Can you confirm which folders (i.e., the names) I should be associating with your group. This will allow me to ensure your records are properly triaged and assigned to your SMEs.

The short answer to your question regarding whether someone will be communicating with Ken Mackillop is yes. For greater details, I have outline the steps the process and timing of communications:

Once the documents for your group are uploaded to Ringtail the review process by SMEs will begin. This entails a binary review (Y/N) of whether a record contains sensitive information. Documents identified as containing sensitive information are triaged out of the process for further consideration at a later date. The remaining records will undergo a QC process by ATIP. This is a second review of the documents to ensure no sensitive information was overlooked and that the records are in-scope.

Once the QC is completed, ebinders (containing a series of documents that were reviewed by SMEs and ATIP in the previous steps) will be created by Legal Ops.

Assistant Deputy Secretaries will then receive an email from Legal Ops containing a link to the site with a username and temporary password. In that same email, they will also receive step-by-step instructions on how to approve the binders on Cabnet. Legal Ops will also send an email on BNet to advise that material is ready on CabNet. Tech support from Legal Ops will be available should your ADS have any questions or run into any technical issues.

Typically, we have seen the binary review process being completed in a day and the QC process in a few hours. This of course depends on the volume of documents.

I hope this helps, but as always, remains available to answer any additional questions.

Tamara Jeffrey
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Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

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Simmering, William

From: Rivet, Raymond
Sent: Thursday, December 17, 2020 11:42 AM
To: Butara, Frank; Laghi, Brian; MacKillop, Ken
Cc: Hamel, Guylaine; Tessier, Jean; Dhillon, Sherry; Chretien, Kimberley
Subject: FW: SMEs for Comms
Attachments: Ringtail HESA Review - PCO.pdf **Attachment is duplicate**

Good morning. Further to the message below from L&HP, I can provide the following update and background on the process.

Comms and COVID Comms Hub documents are still in the process of being "ingested" into PCO's Ringtail system. Once this is complete (perhaps by week's end), our SMEs will receive an email containing a link, account name and temporary password.

The first step is a review of the documents by the subject matter experts (Brian and Frank). This consists of a binary review to identify documents that can be released in full versus documents that have portions that must be redacted as per the Access to Information Act. Documents that contain exemptions will be tagged (and thereby segregated) in the system. Guidelines on this binary review are forthcoming from L&HP. I will share as soon as I receive.

Important: Comms has a large volume of documents (emails and attachments). I suspect that some or many are out of scope. Please contact me to discuss the criteria set out in the motion. This first review stage will be an opportunity to remove documents that are not relevant to the motion.

Documents are being transferred to Justice in batches. At this stage only documents that can be released in full are being processed. Those that contain portions to be redacted will be processed at a later date.

Once the initial review by SMEs is complete, ATIP will do a second review.

This will be followed ADM review and signoff. Ken, you will receive an email from Monique Oliveira in Legal Operations with access and account details.

Once documents are reviewed and signed off, Legal Operations will do a final review before the documents are packaged for transmittal to Justice.

Final Notes
There are Ringtail subject matter experts in Legal Operations to answer questions and guide new users in how to use Ringtail (Monique Oliveira).

New Ringtail users should register for the Ringtail demonstration session to become familiar with the Ringtail software. Contact Diane.Field@justice.gc.ca to schedule a session.

An overview and reference document on Ringtail is attached.

Please contact me with any questions.
RR

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613-513-5073

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: 14 décembre 2020 09:25
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
Subject: RE: SMEs for Comms

Bonjour Raymond,

An account for Ken MacKillop was created on December 4, 2020.

I will advise as soon as the workflows have been created for your group and you are able to start the review process.

Thank you

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted] s.16(2)
Tamara.Jeffrey@pco-bcp.gc.ca

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Monday, December 14, 2020 9:23 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
Subject: RE: SMEs for Comms

Thanks very much Tamara.
Could you also confirm that an account has been created for Ken MacKillop?
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Tamara Jeffrey
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85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343 s.16(2)
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Friday, December 11, 2020 9:34 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
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RR
613-513-5073

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: 10 décembre 2020 16:50
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: RE: PCO timelines - COVID motion

Great news for the completion of your records. Can you confirm which folders (i.e., the names) I should be associating with your group. This will allow me to ensure your records are properly triaged and assigned to your SMEs.

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Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

s.16(2)

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Simmering, William

From: Kasouf, Steven **s.16(2)**
Sent: Thursday, December 17, 2020 8:23 AM
To: Oliveira, Monique
Cc: Coughlin, Tatianna; Neilson, David
Subject: RE: COVID Motion - QC Review

Ok thanks for clarifying.

Steven Kasouf

Deputy Director, Access to Information and Privacy
Privy Council Office / Government of Canada
steven.kasouf@pco-bcp.gc.ca
C – [redacted]

Directeur adjoint, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
steven.kasouf@pco-bcp.gc.ca
C – [redacted]

From: Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>
Sent: December 17, 2020 8:22 AM
To: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Subject: RE: COVID Motion - QC Review

Morning,

They are assignments for the Reviewers, you won't see them. Once they clear their assignments we will create assignments for the QC team, that's when you will see assignments for you and Tatianna. I sent that as an FYI that the Reviewers are starting a new batch.
Sorry for the confusion.
Mo

Monique Oliveira
Senior Paralegal / Parajuriste principale
Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister /
Bureau de la conseillère juridique auprès du greffier du Conseil privé et sous-ministre adjointe
Privy Council Office Legal Services Sector / Secteur des services juridiques du Bureau du Conseil privé
Teleworking / Télétravail
Cell: [redacted]
Monique.Oliveira@pco-bcp.gc.ca
Solicitor-Client Privilege/Protected
Privilège avocat-client/Protégé

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From: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Sent: Thursday, December 17, 2020 8:20 AM
To: Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>
Cc: Coughlin, Tatianna <Tatianna.Coughlin@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>
Subject: COVID Motion - QC Review
Importance: High

Hi Monique,

I saw your email on CABNET but don't see any assignments in the assignments section. I clicked Get Assignments and it said there are none as they are all cleared. Could they be in another location? Maybe in the binders section where we started with ERDP a couple weeks ago? Or in the Levels section? I see (according to your chart) that there are over 3900 docs to review so we'll get started whenever you can tell us where to look for the assignments.

Thanks **s.16(2)**

Steven Kasouf

Deputy Director, Access to Information and Privacy
Privy Council Office / Government of Canada
steven.kasouf@pco-bcp.gc.ca
C – [redacted]

Directeur adjoint, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
steven.kasouf@pco-bcp.gc.ca
C – [redacted]

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Simmering, William

From: Jeffrey, Tamara
Sent: Thursday, December 17, 2020 2:35 PM
To: Rivet, Raymond
Cc: Cintrat, Jean
Subject: RE: PCO timelines - COVID motion

Bonjour Raymond,

Would records for Nicolas Rodger also fall under your group? We noticed there is an outlook .pst under that name but are unsure if the records are complete and where it should be assigned to.

Thank you,

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

s.16(2)

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Thursday, December 10, 2020 4:59 PM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: RE: PCO timelines - COVID motion

Thanks Tamara. Here are the names:

Outlook (Protected)
Butara
Chretien
Jones
Laghi
Martel
Patterson
Tessier
MacKillop
Mondou

Outlook (Secret)
McLaren
Laghi

I also created a folder for myself in the Outlook (Protected) folder as an exercise. There is no .pst file in the folder but it won't let me delete the folder.
RR

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From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: 10 décembre 2020 16:50
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: RE: PCO timelines - COVID motion

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Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

s.16(2)

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Thursday, December 10, 2020 3:57 PM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: RE: PCO timelines - COVID motion

Many thanks Tamara. Will someone be communicating with Ken Mackillop? I'd like to understand the process as much as possible.

Communications and Consultations retrieval is complete. As indicated earlier today, the COVID Comms Hub has also completed their retrieval but they fall under Isabelle Mondou, not Ken Mackillop.

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From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: 10 décembre 2020 15:51
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: Re: PCO timelines - COVID motion

Bonjour Raymond,

Accounts for all Assistant Deputy Secretaries who will be required to approve documents have been created.

Once your groups collection is complete and uploaded the review process by your SMEs will be able to begin followed by the QC done by ATIP.

Once the QC is completed, ebinders will be created by Legal Ops and the Assistant Deputy Secretary will receive an email from Legal Ops containing a link to the site with a username and temporary password. In that same email, they will also receive step-by-step instructions on how to approve the binders in Cabnet.

Very little flexibility exists within the timelines provided. However, documents that are not captured by this release will form part of subsequent packages.

Thank you,

Tamara

Sent from my iPhone

> On Dec 10, 2020, at 3:46 PM, Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca> wrote:
>
> Salut Jean, Tamara,
> The message below appears to indicate that our Assistant Secretary needs to have access to Ringtail to complete the following step:
> **December 12** – Approval by Assistant Deputy Secretary in the Ringtail environment to take place by end of day.
> Could you confirm please? If this is the case, can this access be expedited for Ken MacKillop?
> I am waiting for names of the other individuals in Comms and the COVID Comms Hub to provide to your office.
> Last question: Is there any flexibility in the timeline below?
> RR
>
> **From:** Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
> **Sent:** 10 décembre 2020 11:58
> **To:** Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Shannon, Tara <Tara.Shannon@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Blanchard, Dominique

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<Dominique.Blanchard@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Baird, Louise <Louise.Baird@pco-bcp.gc.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Roussy, Daniel <Daniel.Roussy@pco-bcp.gc.ca>; van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; Merissa, Rahel <Rahel.Merissa@pco-bcp.gc.ca>; Bisson, Melissa <Melissa.Bisson@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Muir, Alexandra <Alexandra.Muir@pco-bcp.gc.ca>; Malone, Lorna <Lorna.Malone@pco-bcp.gc.ca>; Champoux, Elizabeth <Elizabeth.Champoux@pco-bcp.gc.ca>; Adler, Jeremy <Jeremy.Adler@pco-bcp.gc.ca>; Harty, Siobhan <Siobhan.Harty@pco-bcp.gc.ca>; Brunelle-Côté, Antoine <Antoine.Brunelle-Cote@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Perreault, Claudie <Claudie.Perreault@pco-bcp.gc.ca>; Bowles, Louise <Louise.Bowles@pco-bcp.gc.ca>; Fung, Jennifer <Jennifer.Fung@pco-bcp.gc.ca>; Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>; Baird, Louise <Louise.Baird@pco-bcp.gc.ca>; McClymont, Donnalyn <Donnalyn.McClymont@pco-bcp.gc.ca>; Wittmann, Patrick <Patrick.Wittmann@pco-bcp.gc.ca>; Shea, Matthew <Matthew.Shea@pco-bcp.gc.ca>; Roussy, Daniel <Daniel.Roussy@pco-bcp.gc.ca>; van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>; Lefebvre, Robert <Robert.Lefebvre@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Bassett, Kristen <Kristen.Bassett@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Price, John <John.Price@pco-bcp.gc.ca>
Cc: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; Madore, Alexandre <Alexandre.Madore@pco-bcp.gc.ca>; Melanson, Leigh <Leigh.Melanson@pco-bcp.gc.ca>; Babad, Luke <Luke.Babad@pco-bcp.gc.ca>; Lefebvre, Alexandre <Alexandre.Lefebvre@pco-bcp.gc.ca>; Shi, Anke <Anke.Shi@pco-bcp.gc.ca>; Chiu, Marian <Marian.Chiu@pco-bcp.gc.ca>; Furlong, Brenna <Brenna.Furlong@pco-bcp.gc.ca>; Lynch, Christina <Christina.Lynch@pco-bcp.gc.ca>; Armstrong, Vicky <Vicky.Armstrong@pco-bcp.gc.ca>; Pike, Rachelle <Rachelle.Pike@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Marchington, Erin <Erin.Marchington@pco-bcp.gc.ca>; Rajulu, Aruna <Aruna.Rajulu@pco-bcp.gc.ca>; Busby, Jason <Jason.Busby@pco-bcp.gc.ca>; Bolyea, Paula <Paula.Bolyea@pco-bcp.gc.ca>; Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>; Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>; Coughlin, Tatianna <Tatianna.Coughlin@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Subject: PCO timelines - COVID motion

Good morning,

As discussed yesterday, subsequent to the production of an initial batch of documents on December 7, the goal is to provide the Law Clerk by December 15, 2020 with a second batch of documents that do not contain sensitive information.

To do so, the following timelines should be adhered to:

> **December 9**: PCO groups to have finalized the collection of Protected B documents and emails by end of day
> **December 9 -11**: Upload of Protected B documents and emails to the PCO Ringtail system. Initial "binary" review by SMEs to be completed by end of day on December 11, 2020.
> **December 10-11**: As groups complete the binary review, documents are packaged and undergo a quality control (QC) process. The QC process should be completed by end of day on December 11, 2020. Documents are then packaged in e-binders for Assistant Deputy Secretary approval.
> **December 12** – Approval by Assistant Deputy Secretary in the Ringtail environment to take place by end of day.

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December 13 – Consolidation of PCO documents and transfer to DoJ Ringtail system. Identification of issues by DoJ and automatic assignment of motion sections by key word search. Any documents for which issues identified will be set aside for a subsequent release.
December 14 – DoJ consolidation of all department records and delivery to PCO for final quality assurance.
December 15 – Delivery of documents to the Law Clerk by end of day.

At this time, we continue to focus on providing as many documents as possible that that do not contain sensitive information. Documents containing sensitive information with potential redactions will be included in subsequent batches of documents, after the second one on December 15, 2020.

PCO will provide guidance with respect to the proposed approach to redactions and timing of release to all departments at a later date.

If you have any questions, please feel free to contact: Marta Mulkins (Marta.Mulkins@pco-bcp.gc.ca) or Tamara Jeffrey (tamara.jeffrey@pco-bcp.gc.ca)

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Simmering, William

From: Butara, Frank
Sent: Thursday, December 17, 2020 6:33 PM
To: Rivet, Raymond
Subject: RE: Ringtail Demonstration

s.16(2)

Thanks!

Frank Butara
Privy Council Office / Bureau du Conseil privé
Mobile: [redacted]

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Thursday, December 17, 2020 6:28 PM
To: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Subject: Re: Ringtail Demonstration

Hi Frank. There is only one training available (for both Ringtail and Nuix). Just let Diane Field know what date and she'll send you an MS Teams invitation.

Sent from my iPhone

> On Dec 17, 2020, at 5:42 PM, Butara, Frank <Frank.Butara@pco-bcp.gc.ca> wrote:
>
> Hi,
>
> See below. Do you know which training I need?
>
> Let me know and thanks!
>
> Frank
>
> Frank Butara
> Privy Council Office / Bureau du Conseil privé
> Mobile: [redacted]
>
> **From:** Worton, Bevin <Bevin.Worton@justice.gc.ca>
> **Sent:** Thursday, December 17, 2020 12:29 PM
> **To:** Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
> **Cc:** Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Field, Diane <Diane.Field@justice.gc.ca>
> **Subject:** RE: Ringtail Demonstration
>
> Hello Frank,

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Were you looking for training on how to do the HESA Motion Review? If so, we are offering training on how to code and redact or highlight documents most days at 1 – 2:30 pm. Please let Diane know which day you would like to attend. During the holiday period, training is offered on December 21, 22, 29, 30, and then every day during the first week of January.

All of the other departments are using NUIX Discover 10.4 (the new version of Ringtail – it's just been rebranded), but we have a similar powerpoint available for PCO that deals with Ringtail 9.1. I'm attaching the powerpoint.

Bevin

Bevin Cate Worton, BA, LLB, LLM
Counsel | Avocate

National eDiscovery and Litigation Support Services | Bureau national de la preuve électronique et de soutien aux litiges
1408, 360 Albert St. Ottawa, ON K1A 0H8 | 360 rue Albert, CSC 1408, Ottawa ON K1A 0H8
National Litigation Sector | Secteur national du contentieux
Department of Justice | Ministère de la Justice Canada
Government of Canada | Gouvernement du Canada
E-mail | Courriel : bevin.worton@justice.gc.ca
NEW | NOUVEAU : Telephone | Téléphone : 613 852 0797 Fax | Télécopieur : 613 941 6822

Do not hesitate to respond in the official language of your choice | N 'hésitez pas à répondre dans la langue officielle de votre choix

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From: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Sent: December-17-20 11:50 AM
To: Field, Diane <Diane.Field@justice.gc.ca>
Cc: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>
Subject: Ringtail Demonstration

Hi,

Would it be possible to have a demonstration of Ringtail? I was identified as a Subject Matter Expert, so a demonstration would be useful.

Let me know and thanks!

Frank

Frank Butara
Director, Strategic Communications (Socio-Economic) / Directeur, communications stratégiques (Socio-économique)
Communications and Consultations / Communications et Consultations

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Privy Council Office / Bureau du Conseil privé
Mobile: [redacted]

<Ringtail HESA Review - PCO.pptx>

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Simmering, William

From: Rivet, Raymond
Sent: Thursday, December 17, 2020 8:49 AM
To: Hamel, Guylaine
Cc: Dhillon, Sherry
Subject: RE: SMEs for Comms

Salut Guylaine. I await further instructions. I have a call scheduled with L&HP today. I will advise as soon as I have more information.
RR

From: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Sent: 17 décembre 2020 08:45
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Subject: FW: SMEs for Comms

Bonjour Raymond,

Do you know if someone will send instructions to Ken on how/when to access his account?

Merci!

Guylaine

From: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Sent: Monday, December 14, 2020 3:48 PM
To: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>
Subject: FW: SMEs for Comms

How do I get in?

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: December 14, 2020 9:25 AM
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
Subject: RE: SMEs for Comms

Bonjour Raymond,

An account for Ken MacKillop was created on December 4, 2020.

I will advise as soon as the workflows have been created for your group and you are able to start the review process.

Thank you

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Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

s.16(2)

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Monday, December 14, 2020 9:23 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
Subject: RE: SMEs for Comms

Thanks very much Tamara.
Could you also confirm that an account has been created for Ken MacKillop?
Could I also ask you to confirm when Comms documents have been uploaded to Ringtail?
RR
[redacted]

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: 14 décembre 2020 09:16
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Subject: RE: SMEs for Comms

Bonjour Raymond,

To follow-up on your message below, the training is offered every day at 1 p.m.. Your SMEs should contact Diane Field (Diane.Field@justice.gc.ca) with their preferred dates for training and she will take care of the registration along with the training team.

I've also enclosed a document intended for reference as you start the review of your documents in Ringtail.

Should you have any questions or concerns, please do not hesitate to ask.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Friday, December 11, 2020 9:34 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Laghi, Brian

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<Brian.Laghi@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Subject: SMEs for Comms

Hi Tamara. This message is to provide the names of 2 SMEs who will review the documents for Comms and COVID Comms Hub. They are Brian Laghi and Frank Butara.
Are the Ringtail training sessions still happening daily at 2 pm? I would like to schedule them in. Additionally, I would also like to do another session to be sure I am up to speed.
Thanks. Please advise at your earliest convenience. **s.16(2)**
RR
[redacted]

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: 10 décembre 2020 16:50
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: RE: PCO timelines - COVID motion

Great news for the completion of your records. Can you confirm which folders (i.e., the names) I should be associating with your group. This will allow me to ensure your records are properly triaged and assigned to your SMEs.

The short answer to your question regarding whether someone will be communicating with Ken Mackillop is yes. For greater details, I have outline the steps the process and timing of communications:

Once the documents for your group are uploaded to Ringtail the review process by SMEs will begin. This entails a binary review (Y/N) of whether a record contains sensitive information. Documents identified as containing sensitive information are triaged out of the process for further consideration at a later date. The remaining records will undergo a QC process by ATIP. This is a second review of the documents to ensure no sensitive information was overlooked and that the records are in-scope.

Once the QC is completed, ebinders (containing a series of documents that were reviewed by SMEs and ATIP in the previous steps) will be created by Legal Ops.

Assistant Deputy Secretaries will then receive an email from Legal Ops containing a link to the site with a username and temporary password. In that same email, they will also receive step-by-step instructions on how to approve the binders on Cabnet. Legal Ops will also send an email on BNet to advise that material is ready on CabNet. Tech support from Legal Ops will be available should your ADS have any questions or run into any technical issues.

Typically, we have seen the binary review process being completed in a day and the QC process in a few hours. This of course depends on the volume of documents.

I hope this helps, but as always, remains available to answer any additional questions.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

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Simmering, William

From: Brochet, Vanessa
Sent: Friday, December 18, 2020 4:08 PM
To: Bouchard, Chantal; Moreau-Tremblay, Christine (CCLU.GJCC); Madore, Alexandre; Drolet, Stéphane; Melanson, Leigh
Cc: Oliveira, Monique; Jeffrey, Tamara; Kasouf, Steven; Coughlin, Tatianna; Neilson, David
Subject: RE: HESA-COVID - Assignments ready for SDP Review

Bonjour
For technical and process guidance Christine, and possibly I, can help.

However if your questions relate more the content of the documents and whether it contains information that should be redacted, regarding whether it is relevant to any paragraph of the motion text, or for questions regarding the context of the exercise, we invite you to consult with the ATIP contacts who are also quality control reviewer, Copied here, and/or Tamara Jeffrey.

Vanessa Brochet
Director and General Counsel - Directrice and avocate générale
Privy Council Office Legal Services Sector | Secteur des services juridiques du Bureau du Conseil privé
Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister | Bureau de la conseillère juridique auprès du greffier du Conseil privé et sous-ministre adjointe
(613) 697-3586 Vanessa.Brochet@pco-bcp.gc.ca

De : Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>
Envoyé : 18 décembre 2020 14:21
À : Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>; Madore, Alexandre <Alexandre.Madore@pco-bcp.gc.ca>; Drolet, Stéphane <Stephane.Drolet@pco-bcp.gc.ca>; Melanson, Leigh <Leigh.Melanson@pco-bcp.gc.ca>
Cc : Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Objet : RE: HESA-COVID - Assignments ready for SDP Review

Thank you Christine, will someone be able to help us out next week for the review of the first documents?

From: Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
Sent: Friday, December 18, 2020 2:14 PM
To: Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Madore, Alexandre <Alexandre.Madore@pco-bcp.gc.ca>; Drolet, Stéphane <Stephane.Drolet@pco-bcp.gc.ca>; Melanson, Leigh <Leigh.Melanson@pco-bcp.gc.ca>
Cc: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: HESA-COVID - Assignments ready for SDP Review

Hi,

Instructions have been provided by email on Cabnet.

Thank you,

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Christine

Christine Moreau-Tremblay
Paralegal and Operations Coordinator / Parajuriste et coordonnatrice des opérations
Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister /
Bureau de la conseillère juridque auprès du greffier du Conseil privé et sous-ministre adjointe
Privy Council Office Legal Services Sector / Secteur des services juridiques du Bureau du Conseil privé
Tel / Tél : 613-957-5282
christine.moreau-tremblay@pco-bcp.gc.ca

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Simmering, William

From: Dhillon, Sherry
Sent: Friday, December 18, 2020 3:34 PM
To: Rivet, Raymond
Subject: RE: HESA-COVID - Assignments ready for Comms Review

Perfect, thank you!

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Friday, December 18, 2020 3:29 PM
To: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Subject: RE: HESA-COVID - Assignments ready for Comms Review

Hi Sherry. I received a notice as well. I haven't logged on to CabNet yet so I can't say anything at this stage.
All the records that have been uploaded to Ringtail should be reviewed by the two subject matter experts. I don't see a role for you at this stage.
RR

From: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Sent: 18 décembre 2020 15:17
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: RE: HESA-COVID - Assignments ready for Comms Review

Hi Ray,

I logged into Ringtail & poked around a bit, and it looks like I received 100 records for the binary review (simply identifying which records need redactions vs. which can be released as is). I imagine Frank/Brian, the identified SMEs, will also receive a login and handle this? Please confirm.

Thanks,
Sherry

From: Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
Sent: Friday, December 18, 2020 2:17 PM
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Cc: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: HESA-COVID - Assignments ready for Comms Review

Hi,

Instructions have been provided by email on Cabnet.

Thank you,
Christine

Christine Moreau-Tremblay
Paralegal and Operations Coordinator / Parajuriste et coordonnatrice des opérations
Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister /

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Bureau de la conseillère juridque auprès du greffier du Conseil privé et sous-ministre adjointe
Privy Council Office Legal Services Sector / Secteur des services juridiques du Bureau du Conseil privé
Tel / Tél : 613-957-5282
christine.moreau-tremblay@pco-bcp.gc.ca

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Simmering, William

From: Mulkins, Marta
Sent: Monday, December 21, 2020 2:53 PM
To: Neilson, David
Subject: FW: A few motion-related things for early next week
Attachments: RE More Ringtail training for the HESA Motion

From: Stringham, James <James.Stringham@justice.gc.ca>
Sent: Monday, December 21, 2020 10:55 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Cc: Eid, Elisabeth <Elisabeth.Eid@justice.gc.ca>
Subject: RE: A few motion-related things for early next week

s.23

Hi Tamara,

[redacted]

James

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: December-21-20 10:32 AM
To: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; Stringham, James <James.Stringham@justice.gc.ca>
Subject: RE: A few motion-related things for early next week

s.23

Good Morning Marta and James,

[redacted]

Thank you,

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

s.16(2)

From: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Sent: Monday, December 21, 2020 7:50 AM

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To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Stringham, James <James.Stringham@justice.gc.ca>
Cc: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: RE: A few motion-related things for early next week

Colleagues, Thoughts on Maia's last note, in anticipation of a request from Ian for an update as early as Monday.

From: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Sent: Friday, December 18, 2020 4:47 PM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: A few motion-related things for early next week

Hi – Had a quick chat with Ian this afternoon. A few updates and things to look out for early next week:

1) Translation letter signed by Clerk and sent to Law Clerk this afternoon **s.23**

2) Redactions guidance – Waiting for green light from Deputy Clerk to send guidance to departments [redacted] At this stage, likely a Monday thing. [redacted] Note that James wished to update the text to reflect the decision to offer RT training etc; if possible (will confirm) but that could be added to the text tomorrow. As a straightforward addition I will confirm but assume it need not receive second approval from D Clerk. James also provided the RT instruction package to accompany this Instruction, and we assume that the CBI amplification will still be also released with the Instruction.

3) PCO document count – Ian would like to know how it's looking for PCO documents in next release. Need more precision than 0 – 4000 pages provided by Vanessa. Bottom line is he would like to know where he can helpfully encourage colleagues to ensure that we make a contribution. DoJ or Tamara will be able to confirm actual documents and pages by PCO on the deadline but as of Friday, the possible batch 3 submission from PCO was looking like
   - COVID Secretariat – 119 docs ready to go to ASD
   - Comms and COVID Comms – how many at deadline?
   - SDP '' ?
   - Sr Personnel '' ?

   Otherwise, my understanding is:
   Completed for Prob B and below: EDRP; FDP; NSIA; P&P; LSMP; MoG
   Batch 4 or not yet sure of status: IGA, Clerk and D Clerk

4) Batch strategy – Ian would like to see the draft document, in whatever state it's in, Monday or Tuesday. James is testing the 'concept clustering' function to see if it is a superior grouping strategy to our opriginally proposed motion para grouping (could achieve same goal through automated process). If so, we would update the proposal to reflect this plan. We would also need to amend the 2, 3 and 4 week cycles to not imply that review to redaction review is only occurring part of the time (as it currently appears). Finally, as we approach a better idea of the total collection, we must make an informed estimate as to what number of pages the batching strategy could enable from batch 5 onward. This will be crucial to explaining the logic to senior leadership.

5) Metrics – Need to start thinking through how we're going to think through explaining publicly the magnitude of the task represented by the Health motion. What are the indicators that we could use – e.g. the number of pages of translation it represents compared to the normal annual workload of the Translation Bureau (parliamentary work and government work), how does this compare to other production of paper exercise – WE was 5,000 pages, recent OGGO request resulted in 33,000 pages (?) – therefore this represents x and y times

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those, etc. Again, Ian may follow up early next week to discuss. Would prefer to discuss with Ian to be sure of intent.

Finally, I wish you all happy, restful, joyous holidays. See you in the new year.

Maia

Maia Welbourne
Assistant Secretary to Cabinet, Parliamentary Affairs
Secrétaire adjointe du Cabinet, Affaires parlementaires
C: [redacted]

s.16(2)

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Simmering, William

From: Stringham, James <James.Stringham@justice.gc.ca>
Sent: Friday, December 18, 2020 5:08 PM
To: Mulkins, Marta; MARTA.MULKINS2@forces.gc.ca; Jeffrey, Tamara
Cc: Eid, Elisabeth; Filion, Marie-Claude
Subject: RE: More Ringtail training for the HESA Motion
Attachments:

s.23

Marta and Tamara,

From: Stringham, James
Sent: December-18-20 2:18 PM
To: 'Mulkins, Marta' <Marta.Mulkins@pco-bcp.gc.ca>; 'MARTA.MULKINS2@forces.gc.ca' <MARTA.MULKINS2@forces.gc.ca>; 'Jeffrey, Tamara' <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: More Ringtail training for the HESA Motion

Good afternoon Marta and Tamara,

I thought today would be the last day we provide live Ringtail/Nuix Discover training, but apparently there is still some demand for training so we will continue to offer it into the New Year. The training will be expanded to 1.5 hours.

The schedule for training will be:

December 21, 22, 29 and 30
Jan 4-8

All courses will be 1 pm – 2:30 pm.

James

Pages 806 to / à 821

are withheld pursuant to section

sont retenues en vertu de l'article

23

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Simmering, William

From: Mulkins, Marta
Sent: Monday, December 21, 2020 1:52 PM
To: Neilson, David
Cc: Brochet, Vanessa; Stringham, James
Subject: RE: Dec 21 Next Steps

Perfect. May I call you? Preferred number?

From: Neilson, David <David.Neilson@pco-bcp.gc.ca>
Sent: Monday, December 21, 2020 1:33 PM
To: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Cc: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Stringham, James <James.Stringham@justice.gc.ca>
Subject: RE: Dec 21 Next Steps

Hi Marta,

You're very welcome.

I am happy to discuss today, would 2:30 work for you?

Thanks,

David

David Neilson

Executive Director / Access to Information and Privacy & Information Management
Privy Council Office / Government of Canada
David.Neilson@pco-bcp.gc.ca / Tel. 613-957-5228 / Fax 613-960-4201

Directeur exécutif / Accès à l'information et protection des renseignements personnels et Gestion de l'information
Bureau du Conseil privé / Gouvernement du Canada
David.Neilson@pco-bcp.gc.ca / Tél. 613-957-5228 / Télécopieur 613-960-4201

From: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Sent: Monday, December 21, 2020 7:56 AM
To: Neilson, David <David.Neilson@pco-bcp.gc.ca>
Cc: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Stringham, James <James.Stringham@justice.gc.ca>
Subject: FW: Dec 21 Next Steps

Good morning David,

Thanks for your team's support in the Motion execution, you advice was really helpful to me.

As you probably are aware, PCO will convene this forum of all departments' QCers (or at least a rep from each department engaged in the Motion) in aid of enabling everyone to ask questions of interpretation, processes; to permit OGD deconfliction of interpretation etc and consistent redaction across all departments as we go forward. DoJ / James Stringham's team is obviously the main driver, but will not convene it, only enable it with their SMEs. Once we are ready

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for redaction, this forum ideally would convene to go through the instructions; they may choose to meet every day or occasionally thereafter or just email or chat back and forth as they start to go through the redactions. PCO therefore needs to identify who the 'lead QC' rep is who can be tasked with leading this forum, get it started and going. As per Vanessa's recommendation, I am reaching out to you and the ATIP team as the likely leads for this. Would you be amenable to a discussion sometime today?

We feel that this forum should launch fairly quickly on the heels of the promulgation of the redaction instruction, and certainly no later than the 06 Jan batch 3 submission, as many departments are going to commence redaction as soon as PCO send s out the instruction (probably early this week). Your thoughts appreciated.

Kind regards,

Marta

From: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Sent: Sunday, December 20, 2020 6:58 PM
To: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Subject: Re: Dec 21 Next Steps

Try David neilson? The qcs so far are from atip office . They have the most comprehensive understanding of such types of information.

Vanessa Brochet
613-697-3586

> On Dec 20, 2020, at 2:37 PM, Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca> wrote:
>
> Thanks James for your responses– see my thoughts below en rouge.
>
> First a question: not sure I understand the comment that you have the complete secret collection now (except PCO) and that while you see 15K pages right now, you do not expect more than 40K, assuming PCO adds nmt 10K. Is the 15K difference what you are estimating is within the 355 password protected or encrypted docs?
>
> We are very interested in the result of the trial concept clustering, if it can achieve the groupings we seek to enable the consistency goal. If I understand, if we went by motion grouping, we would have to have all departments coding (or recoding) their docs by motion para. Whereas concept clustering might not only get us very close to motion para alignment, but may also enable us to skip a step and enable all departments to start redaction of the same themes/ clusters concurrently more quickly?
>
> Action – we (PCO) still need to promulgate a deadline for the upload and first pass review for all documents. This is key to enabling most accurate concept clustering and workflow assignment as promptly as possible.
>
> Aggressive scenario – upload (all docs) / first pass review (Pro B and below) completed = 24 Dec / 04 Jan
> Permissive scenario – upload / first pass review (Pro B and below) completed = 04 Jan / 08 Jan.
>
> Batch 3 = 06 Jan.

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In time for either 04 or 08 Jan, the following must be in place:

- Redaction direction (imminent)
- QC forum (I will reach out to Vanessa Brochet in PCO to please assign the appropriate PCO QC Lead, who will reach out to your team to figure out when and how to initiate)
- DG Review panel (soon thereafter) (I will include this in the brief to Ian McC to address at the correct levels to define and initiate identification of panel members etc, likely through D Clerk call with DMs).

Batching strategy must be ready to be promulgated soon thereafter as once all documents requiring redaction are identified, they will be sorted by conceptual clustering (or motion) and work assignments can immediately be promulgated for first redaction review, correct?

Note I am respecting also your practical timeline requirements to not initiate secret doc processing until after the batch 4 submission (Jan 19th). But I would hope that those documents will nonetheless have been sorted by concept / motion with the pro B docs, in aid of the larger consistency goal?

Otherwise in sum, as it stands right now:

Batch 3
To include: Pro B and below no redactions
JUS ?
HC and PHAC – nmt 1000pages
ISED / NRC – nmt 1000 pages
PCO – uncertain – Tamara and Vanessa can likely provide most accurate update on Monday and I will update Ian.

Batch 4
To include : Pro B and below no redactions
HC / PHAC
DND
NRC
Possibly more if we assign deadlines as per the above.

I understand Ian Mc C will be seeking an update on much of the above and in particular PCO's own progress either Monday or Tuesday this week; I expect to be focused upon that Monday.

Shall we establish a more consistent time we connect to update each other through the week going forward? I would suggest quick daily cords to tick our way through these technical questions as quickly as possible. I am unscheduled bewteen 1030-1600 on Monday so please let me know what can work for you.

Marta

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Simmering, William

From: Mulkins, Marta
Sent: Monday, December 21, 2020 5:37 PM
To: Stringham, James
Cc: Brochet, Vanessa; Jeffrey, Tamara; Neilson, David; Dubrule, Louis-Philippe; Désilets, Virginie
Subject: Re: Motion QA/QC Discussion

Ok will send a placeholder first thing tomorrow.

Sent from my iPhone

> On Dec 21, 2020, at 5:16 PM, Stringham, James <James.Stringham@justice.gc.ca> wrote:
>
s.23
[redacted]
>
[redacted] Please invite Louis-Philippe and Virginie Désilets. I have cc'd them on this email chain.
>
> James
>
>
> From: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
> Sent: December-21-20 5:07 PM
> To: Stringham, James <James.Stringham@justice.gc.ca>; Brochet, Vanessa (CEAA) <vanessa.brochet@pco-bcp.gc.ca>
> Cc: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>; Dubrule, Louis-Philippe <Louis-Philippe.Dubrule@justice.gc.ca>; Désilets, Virginie <Virginie.Desilets@justice.gc.ca>
> Subject: RE: Motion QA/QC Discussion
>
s.23
[redacted]
>
> From: Stringham, James <James.Stringham@justice.gc.ca<mailto:James.Stringham@justice.gc.ca>>
> Sent: Monday, December 21, 2020 5:06 PM
> To: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca<mailto:Marta.Mulkins@pco-bcp.gc.ca>>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca<mailto:Vanessa.Brochet@pco-bcp.gc.ca>>
> Cc: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca<mailto:Tamara.Jeffrey@pco-bcp.gc.ca>>; Neilson, David <David.Neilson@pco-bcp.gc.ca<mailto:David.Neilson@pco-bcp.gc.ca>>; Dubrule, Louis-Philippe <Louis-Philippe.Dubrule@justice.gc.ca<mailto:Louis-Philippe.Dubrule@justice.gc.ca>>; Désilets, Virginie <Virginie.Desilets@justice.gc.ca<mailto:Virginie.Desilets@justice.gc.ca>>
> Subject: RE: Motion QA/QC Discussion
>
> Marta,
>

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s.23

[redacted]

>
> James
>
> From: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca<mailto:Marta.Mulkins@pco-bcp.gc.ca>>
> Sent: December-21-20 3:27 PM
> To: Brochet, Vanessa (CEAA) <vanessa.brochet@pco-bcp.gc.ca<mailto:vanessa.brochet@pco-bcp.gc.ca>>; Stringham, James <James.Stringham@justice.gc.ca<mailto:James.Stringham@justice.gc.ca>>
> Cc: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca<mailto:Tamara.Jeffrey@pco-bcp.gc.ca>>; Neilson, David <David.Neilson@pco-bcp.gc.ca<mailto:David.Neilson@pco-bcp.gc.ca>>
> Subject: Motion QA/QC Discussion
>
> Colleagues,
>
> David Neilson and I just concluded a helpful and promising discussion about the proposed QC forum; he raised the following, and he and I will reconvene tomorrow (possibly with you both) with follow on thoughts:
>
> · QA forum for redaction review is feasible, however recommend it not be aimed solely at QC level but include the first level review SMEs as well for the most effective feedback loop;
>
> · ATIP community already uses Teams chat for this sort of function; easily adapted to this specific Production 'community';
>

s.23

> · Need to also flesh out the de-confliction steps between this forum and the (DG-level?) [redacted]
>
> He is aware of the desired launch short order after the promulgation of Redaction Instruction, meaning very early in New Year, and that the JUS team of SMEs will be key enablers.
>
> Happy to discuss, and if you are available tomorrow at any time to meet together please let me know a preferred time.
>
> Note tomorrow is my last day in the office before the holiday break; that said my presence is not necessary to advance this plan.
>
> Thank all
>
> Marta
>
> <20-12-21 - Motion Mine Analysis.docx>

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Simmering, William

From: Stringham, James <James.Stringham@justice.gc.ca>
Sent: Monday, December 21, 2020 5:18 PM
To: Mulkins, Marta; Brochet, Vanessa
Cc: Jeffrey, Tamara; Neilson, David; Dubrule, Louis-Philippe; Désilets, Virginie
Subject: RE: Motion QA/QC Discussion
Attachments: 20-12-21 - Motion Mine Analysis.docx

s.23

[redacted] Please invite Louis-Philippe and Virginie Désilets. I have cc'd them on this email chain.

James

From: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Sent: December-21-20 5:07 PM
To: Stringham, James <James.Stringham@justice.gc.ca>; Brochet, Vanessa (CEAA) <vanessa.brochet@pco-bcp.gc.ca>
Cc: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>; Dubrule, Louis-Philippe <Louis-Philippe.Dubrule@justice.gc.ca>; Désilets, Virginie <Virginie.Desilets@justice.gc.ca>
Subject: RE: Motion QA/QC Discussion

s.23

[redacted]

From: Stringham, James <James.Stringham@justice.gc.ca>
Sent: Monday, December 21, 2020 5:06 PM
To: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Cc: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>; Dubrule, Louis-Philippe <Louis-Philippe.Dubrule@justice.gc.ca>; Désilets, Virginie <Virginie.Desilets@justice.gc.ca>
Subject: RE: Motion QA/QC Discussion

Marta,

s.23

[redacted]

James

From: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Sent: December-21-20 3:27 PM

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To: Brochet, Vanessa (CEAA) <vanessa.brochet@pco-bcp.gc.ca>; Stringham, James <James.Stringham@justice.gc.ca>
Cc: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>
Subject: Motion QA/QC Discussion

Colleagues,

David Neilson and I just concluded a helpful and promising discussion about the proposed QC forum; he raised the following, and he and I will reconvene tomorrow (possibly with you both) with follow on thoughts:

- QA forum for redaction review is feasible, however recommend it not be aimed solely at QC level but include the first level review SMEs as well for the most effective feedback loop;
- ATIP community already uses Teams chat for this sort of function; easily adapted to this specific Production 'community';
- Need to also flesh out the de-confliction steps between this forum and the (DG-level?) [redacted] **s.23**

He is aware of the desired launch short order after the promulgation of Redaction Instruction, meaning very early in New Year, and that the JUS team of SMEs will be key enablers.

Happy to discuss, and if you are available tomorrow at any time to meet together please let me know a preferred time.

Note tomorrow is my last day in the office before the holiday break; that said my presence is not necessary to advance this plan.

Thank all

Marta

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Simmering, William

From: Jeffrey, Tamara
Sent: Monday, December 21, 2020 2:24 PM
To: Rivet, Raymond
Subject: FW: HESA-COVID - Assignments ready for Comms Review
Attachments: RE: Document Collection - Update

Bonjour Raymond,

Please see message below from Vanessa regarding the accounts for Frank B and Brian L. Since they do not have CabNet, we are unable to complete the set-up of their accounts.

Also note the message from Sherry below. Her account was created based on the attached email. Has something changed?

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

s.16(2)

From: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Sent: Monday, December 21, 2020 10:11 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
Subject: TR: HESA-COVID - Assignments ready for Comms Review

Tamara,
Please clarify since you have provided her name for review.
Also, please note that as mentioned before, Frank B and Brian L do NOT have a cabnet account apparently.

Vanessa Brochet
Director and General Counsel - Directrice and avocate générale
Privy Council Office Legal Services Sector | Secteur des services juridiques du Bureau du Conseil privé
Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister | Bureau de la conseillère juridique auprès du greffier du Conseil privé et sous-ministre adjointe
(613) 697-3586 Vanessa.Brochet@pco-bcp.gc.ca

De : Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Envoyé : 21 décembre 2020 10:05
À : Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
Cc : Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Objet : RE: HESA-COVID - Assignments ready for Comms Review

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Hi Christine,

I logged into Ringtail, and it looks like I received 100 records for the binary review. I am actually not one of the identified SMEs. The Comms SMEs include: Frank Butara and Brian Laghi. Could you please release the 100 records that have been assigned for my review to Frank and Brian? I just want to ensure that the records are not 'stuck' with me.

Thank you,

Sherry Dhillon

Project Coordinator, Strategic Communications
Privy Council Office / Government of Canada
sherry.dhillon@pco-bcp.gc.ca / Cell: [redacted]

Coordonnatrice de projets, Communications stratégiques
Bureau du Conseil privé / Gouvernement du Canada
sherry.dhillon@pco-bcp.gc.ca / Tél. cell. : [redacted]

s.16(2)

From: Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
Sent: Friday, December 18, 2020 2:17 PM
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Cc: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: HESA-COVID - Assignments ready for Comms Review

Hi,

Instructions have been provided by email on Cabnet.

Thank you,
Christine

Christine Moreau-Tremblay
Paralegal and Operations Coordinator / Parajuriste et coordonnatrice des opérations
Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister /
Bureau de la conseillère juridque auprès du greffier du Conseil privé et sous-ministre adjointe
Privy Council Office Legal Services Sector / Secteur des services juridiques du Bureau du Conseil privé
Tel / Tél : 613-957-5282
christine.moreau-tremblay@pco-bcp.gc.ca

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Simmering, William

From: Rivet, Raymond
Sent: Thursday, December 3, 2020 10:06 AM
To: Jeffrey, Tamara
Cc: Dhillon, Sherry
Subject: RE: Document Collection - Update
Attachments: RE: Tasking – October 26 House Motion - COVID / Motion de la Chambre du 26 octobre - COVID

Bonjour Tamara. Voir en pièce jointe ce que j'ai répondu à Jean mardi. Je doute qu'on soit en mesure de compléter l'exercice avant la fin de la semaine. Cependant, je ferai le suivi avec mes collègues de Comms et COVID Comms Hub aujourd'hui afin de faire avancer le travail.
Pour ce qui est des deux personnes qui auront accès à Ringtail, ce sera moi et Sherry Dhillon. J'assume que vous allez nous envoyer les détails sur le WebEx? Merci
RR

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: 3 décembre 2020 09:34
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: Document Collection - Update

Bonjour Raymond,

Aurais-tu une mise-a-jour sur le processus de collection de document liée a la motion de la chambre sur COVID-19 pour votre groupe? Seriez-vous en mesure de compléter l'exercice de collection pour les documents et courriels protégé B et non-classifier avant la fin de cette semaine? Les documents et courriels secret pourrais suivre quelque jours plus tard si il reste du boulot à faire.

De plus, est-ce que votre groupe a identifier une ou deux personnes qui serait des expert en la matière et feront la mise en évidence (surligner) de vos documents dans le système Ringtail. Nous aimerions débuter le processus d'accès au system et ces gens devront prendre une formation d'une heure offerte par DoJ. La formation est offerte quotidiennement à 14 h cette semaine et 13 heure la semaine prochaine par WebEx.

Merci,

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted] s.16(2)
Tamara.Jeffrey@pco-bcp.gc.ca

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Simmering, William

From: Rivet, Raymond
Sent: Tuesday, December 1, 2020 4:05 PM
To: Cintrat, Jean
Cc: MacKillop, Ken; Tessier, Jean; Chretien, Kimberley
Subject: RE: Tasking – October 26 House Motion - COVID / Motion de la Chambre du 26 octobre - COVID

Bonjour Jean,
Voici notre estimation du nombre de pages identifiées jusqu'à date pour Comms et le COVID Comms Hub. Je m'attends à ce que le nombre de documents va monter dans la prochaine semaine.
RR

	Without Scoping / Sans delimitations	With Scoping from November 13th guidance issued by PCO / Avec les directives de cadrage envoyées le 13 nov par le BCP
Number of Pages / Nombre de pages		4,500 pages plus 206 courriels avec pièces jointes.

From: Cintrat, Jean
Sent: Friday, November 27, 2020 4:19 PM
To: Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Shannon, Tara <Tara.Shannon@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Baird, Louise <Louise.Baird@pco-bcp.gc.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Roussy, Daniel <Daniel.Roussy@pco-bcp.gc.ca>; van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; Merissa, Rahel <Rahel.Merissa@pco-bcp.gc.ca>; Bisson, Melissa <Melissa.Bisson@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Muir, Alexandra <Alexandra.Muir@pco-bcp.gc.ca>; Malone, Lorna <Lorna.Malone@pco-bcp.gc.ca>; Champoux, Elizabeth <Elizabeth.Champoux@pco-bcp.gc.ca>; Adler, Jeremy <Jeremy.Adler@pco-bcp.gc.ca>; Harty, Siobhan <Siobhan.Harty@pco-bcp.gc.ca>; Brunelle-Côté, Antoine <Antoine.Brunelle-Cote@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Perreault, Claudie <Claudie.Perreault@pco-bcp.gc.ca>; Bowles, Louise <Louise.Bowles@pco-bcp.gc.ca>; Fung, Jennifer <Jennifer.Fung@pco-bcp.gc.ca>; Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>
Cc: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>
Subject: Tasking – October 26 House Motion - COVID / Motion de la Chambre du 26 octobre - COVID

Good afternoon, departments involved in this production order have received the following tasking. We ask that each PCO branch also provide an updated number of pages of responsive records as per instructions and template below, for each branch.
Thank you.

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PCO is requesting that departments involved provide an update for the number of pages of responsive records that each department or portfolio would have in response to the October 26 motion, and that the information be presented in two categories. The first, with a broad interpretation of the terms of the motion and no scoping applied and the second, with the scoping guidance issued on November 13, 2020 by PCO.

As these figures may be used in public communication, please ensure they are as accurate as possible.

A completed table (see template below) is required by noon on Monday, November 30, 2020.

Thank you

Le BCP demande à ce que chaque ministère impliqué de mette à jour le nombre de pages de documents pertinents en réponse à la motion du 26 octobre, et que l'information soit quantifiée selon deux catégories. La première, basée sur une interprétation large des termes de la motion sans aucune délimitation et la seconde, avec les directives de cadrage envoyées le 13 novembre 2020 par le BCP.

Étant donné que ces chiffres pourraient être utilisés dans le cadre de communications publiques, veuillez-vous assurer qu'ils soient aussi précis que possible.

Veuillez compléter le tableau suivant d'ici midi le lundi 30 novembre 2020.

Name of Department / Nom du ministère:
_____

	Without Scoping / Sans delimitations	**With Scoping from November 13th guidance issued by PCO / Avec les directives de cadrage envoyées le 13 nov par le BCP**
Number of Pages / Nombre de pages		

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Simmering, William

From: Cintrat, Jean
Sent: Monday, December 21, 2020 5:30 PM
To: Cintrat, Jean; Gray, Sarah; Jeffrey, Tamara; Lauzon, Adam; MacLean, Charles; Mendes, Annesha; Munim, Ata-UL; Nicholls, Melissa; Oda, Michael; Peppy, Shaun; Bédard, Rachelle; Trottier, Sarah; Wittenburg, Shane; Soni, Shannon-Marie
Subject: FW: October 26 House Motion - COVID / Motion de la Chambre du 26 octobre - COVID
Attachments: Guidance COVID December 2020 - 21-12-20.docx; directives - motion COVID 21-12-20 FR.docx; HESA Motion - Highlight Guidelines.docx; [redacted] s.23

Follow Up Flag: Follow up
Flag Status: Completed

fyi

From: Cintrat, Jean
Sent: Monday, December 21, 2020 5:26 PM
To: ': Bombardier, Manon (HC/SC' <manon.bombardier@canada.ca>; 'Walker, Michael (HC/SC' <michael.walker@canada.ca>; 'Romano, Anna (PHAC/ASPC' <anna.romano@canada.ca>; 'Beaudoin, John (PHAC/ASPC' <john.beaudoin@canada.ca>; 'James Scott' <James.Stott@pwgsc-tpsgc.gc.ca>; 'Maia, Ana (IC' <ana.maia@canada.ca>; 'Tremblay2, Genevieve (IC' <genevieve.tremblay2@canada.ca>; 'Burnett, John' <John.Burnett@nrc-cnrc.gc.ca>; 'McGrath, Eva (HC/SC' <eva.mcgrath@canada.ca>; 'Rancourt, Marie-Elise (FIN' <marie-elise.rancourt@canada.ca>; 'Balite, Irene (FIN' <irene.balite@canada.ca>; 'Stringham, James' <James.Stringham@justice.gc.ca>; 'Eid, Elisabeth' <Elisabeth.Eid@justice.gc.ca>; [redacted] s.15(1); 'Louise Hayes (TBS' <louise.hayes@tbs-sct.gc.ca>; 'Acton, Kelly (Ext.' <kelly.acton@tbs-sct.gc.ca>; 'Ian Miller (DND' <ian.miller@forces.gc.ca>; 'Riley Hennessey (DND' <riley.hennessey@forces.gc.ca>; 'Gibb, Timothea (AADNC/AANDC' <timothea.gibb@canada.ca>; 'Vallières, Marc (PS/SP' <marc.vallieres@canada.ca>; 'Jimmy M. Brrackenridge (TC' <jimmy.brackenridge@tc.gc.ca>; 'Jennifer.MacIntyre@international.gc.ca' <Jennifer.MacIntyre@international.gc.ca>; 'Colleen.Calvert@international.gc.ca' <Colleen.Calvert@international.gc.ca>
Cc: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; Soni, Shannon-Marie <Shannon-Marie.Soni@pco-bcp.gc.ca>
Subject: October 26 House Motion - COVID / Motion de la Chambre du 26 octobre - COVID

Good afternoon,
Please find attached guidance concerning sensitive information with respect to the motion adopted by the House of Commons on October 26.

Bonjour,
Veuillez trouver ci-joint des directives concernant les renseignements confidentiels en lien avec la motion adoptée par la Chambre des communes le 26 octobre.

Jean

Jean Cintrat
Directeur des Opérations, Affaires parlementaires
Bureau du Conseil privé / Gouvernement du Canada

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Director of Operations, Parliamentary Affairs
Privy Council Office / Government of Canada
jean.cintrat@pco-bcp.gc.ca

Pages 846 to / à 852

are not relevant

sont non pertinentes

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Thank you for your work so far in responding to the October 26 motion ordering the production of documents related to the government's response to the COVID-19 Pandemic. The primary objective remains to be as responsive as possible to the motion, and to further the Standing Committee on Health's understanding of the government's response to the COVID-19 Pandemic.

To provide as many responsive documents to the Law Clerk as possible, our initial strategy has been to identify all documents that were Protected B or unclassified, and that did not contain information requiring highlighting for redactions. Documents that required highlighting were set aside for a second round of review.

We will continue to follow this strategy until all departments and agencies have reviewed all the documents in their collection. Once that threshold has been reached, departments can start reviewing the documents for the purpose of highlighting sensitive information.

Further to the guidance provided previously, all departments in possession of relevant documents must continue to do the following:

1. Identify all relevant documents
2. Do not alter the documents (keep them in their original form)
3. Do not convert the documents into another format (ie PDF)
4. Do not translate the documents

Departments are asked to continue to provide their records to the Department of Justice for uploading into NUIX Discover or Ringtail except for confidential business information (please follow guidance provided by the Department of Justice on November 10).

The following guidance on scoping, interpretations of terms and the identification of sensitive information continue to apply:

Scoping

- Provide final versions of documents only (exclude draft documents, exclude final drafts not submitted to their intended recipient(s))
- Provide e-mails sent or received by executives (director and above)
- Exclude minutes of meetings of the Cabinet and its committees. All other documents subject to Cabinet confidence will be highlighted, as per instructions below.
- Exclude documents that are in the public domain, including media reports/summaries
- Where Offices of Ministers are referenced in the motion, they will be responsible for collecting relevant records in their possession

Interpretation of terms

- "All documentation" is interpreted broadly to include QP notes, decks, placemats, etc.
- With respect to part (w), "approvals" is not interpreted to include regulatory submissions provided by manufacturers since this material would include CBI.

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- With respect to parts (w) and (x), "purchasing" is interpreted to include actions leading up to and including the act of purchasing the items in question, but not the downstream activities that follow the payment (e.g., distribution, allocation, shipment, and storage)
- "Records from" is interpreted to denote records in the possession of government institutions

Questions regarding scoping and interpretation should be directed to Tamara Jeffrey (Tamara.Jeffrey@pco-bcp.gc.ca)

When a department has completed the identification of all documents that were Protected B or unclassified and that did not contain sensitive information, they can start reviewing documents that are Protected B or unclassified containing sensitive information for the purpose of highlighting. Following the completion of that task and the issuance of further information regarding batching and timelines, departments may then start reviewing classified material within the Secret database.

The following guidance will be applicable to records in both the Protected B or unclassified and classified environments.

Highlighting Sensitive Information

eDiscovery document review platforms are being used to store all responsive documents, and to review and highlight sensitive information. In the Department of Justice, two databases have been created – one rated for Secret documents, another for Protected B and unclassified documents. The eDiscovery platform for the Secret database is Ringtail. The platform for the Protected B database is NUIX Discover. Note that NUIX Discover is simply a more modern version of Ringtail, rebranded to reflect new corporate ownership.

Subject matter experts (SMEs) from each Department have been given access to these databases, as required, to review and highlight sensitive information contained in their Department's records.

For the Justice-housed database of Protected B and unclassified documents, SMEs were issued credentials and a Cryptocard to access the database remotely. The Secret database in Justice is only accessible by visiting the Department of Justice offices.

The Department of Justice has provided training on NUIX Discover or Ringtail to SMEs if they are not familiar with the version of NUIX Discover or Ringtail that they are using. This training must be taken before access will be given to the databases housed by the Department of Justice. Training will be available on December 21 and 22; December 29 and 30; and during the week of January 4, 2021. Afterwards, a training video will be provided for new users.

In NUIX Discover and Ringtail, Departmentswill use their highlighting functions to identify the following information:

a. Cabinet Confidences;
b. National Security;
c. Advice;
d. Information subject to solicitor-client and litigation privilege;
e. Personal information
f. Information that could be injurious to federal-provincial relations or international relations;

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g. Irrelevant information; and
h. Third party trade secrets, confidential financial, commercial, scientific or technical information. For greater certainty, confidential business information should not be provided at this time to the Department of Justice for uploading into Ringtail.

Instructions on how to highlight sensitive information can be found in the enclosed HESA Motion – Highlight Review Guidelines.

Redacting Sensitive Information

Once the Department's records have been reviewed and sensitive information contained within highlighted, NUIX Discover or Ringtail, as the case may be, will convert the highlighted sensitive information into redactions in the following manner:

- **Cabinet confidences**: will be redacted before transmittal to the Law Clerk (blackened). Separate Cabinet documents will not be included.

- **Solicitor-client privilege**: will be redacted before transmittal to the Law Clerk (blackened).

- **Personal information**: since this is an order of the House, s. 8(2)(c) can be relied upon as the authority under the Privacy Act for providing the information to the Law Clerk. It will not be necessary to do the balancing under s. 8(2)(m) and notify the Privacy Commissioner of the disclosure. Personal information will be highlighted and flagged as personal information for vetting by the Law Clerk, who will determine whether to release the information.

- **Advice as defined in section 21 (1) of the ATIA and Information that could be injurious to FPT affairs or international affairs**: will be highlighted with an assessment as to whether the disclosure of the information would be injurious.

  If not injurious, then the highlighted information should be provided as is with highlighting to the Law Clerk. If it is determined that the disclosure of this information would be injurious, the information will be highlighted with a different colour that will then be redacted (blackened) with the category of redaction displayed (e.g., "Advice", "FTP affairs", etc.) prior to transmission to the Law Clerk.

- **National security information**: will be highlighted with an assessment as to whether the disclosure of the information would be injurious.

  If not injurious, then the highlighted information should be provided as is with highlighting to the Law Clerk. If it is determined that the disclosure of this information would be injurious, then the information will be highlighted with a different colour that will then be redacted (blackened) with the category of redaction displayed (e.g., "Advice", "FTP affairs", etc.) prior to transmission to the Law Clerk.

- **Confidential Business Information (CBI)**: Records containing CBI continue to be excluded, and are not being collected for uploading into the NUIX Discover or Ringtail databases. [redacted] s.23

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In the event that a document containing CBI is inadvertently uploaded to NUIX Discover or Ringtail, each department will flag it for containing CBI and it should not be considered further. The document will be segregated in the database, pending review and confirmation that it contains CBI by a designated team of SMEs. If a document in the Protected B database is confirmed to contain CBI, the document will be moved to a segregated area in the Secret database. Documents that are determined not to contain CBI will be put back into the workflow for highlighting and redaction of sensitive information.

- **Irrelevant information:** If a document that is otherwise responsive to the motion contains information that is irrelevant (non-responsive) to the motion, it will be highlighted with an assessment as to whether the disclosure of the information would be injurious.

  If not injurious, the highlighted information should be provided as is with highlighting to the Law Clerk. If that the disclosure of this information would be injurious, the information will be highlighted with a different colour that will then be redacted (blackened) prior to transmission to the Law Clerk with an explanation for the redaction.

An interdepartmental committee of experts will be established to assist departments in determining redactions where there is conflicting advice.

Timelines

On December 7 and December 15, 2020, batches of documents that are responsive to the motion and contained no sensitive information were transmitted to the Law Clerk's office. To maintain momentum, we anticipate providing a third set of records in the beginning of the New Year.

Departments are asked to complete as much work as possible to process documents in the Protected B or unclassified database that do not contain information requiring highlighting for redactions by December 24, 2020. Documents, which have been signed-off by senior management on this date, will undergo final processing by DoJ and could form part of a potential release during the week of January 4, 2021. Additional information relating to the timing of subsequent releases will be provided at a later date.

Translation

Information relating to document translation will be provided at a later date.

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Text of the motion (parts related to the production of documents):

(u) an order of the House do issue for all memoranda, emails, documents, notes or other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Safety and Emergency Preparedness, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning options, plans and preparations for the GPHIN since January 1, 2018;

(v) an order of the House do issue for a record of all communications between the government and the WHO in respect of options, plans or preparations for any future operation, or absence thereof, of the GPHIN, since January 1, 2018;

(w) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19, since March 19, 2020;

(x) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Prime Minister's Office, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada concerning plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields, since March 19, 2020;

(y) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the COVID-19 Vaccine Task Force and its subcommittees;

(z) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the Government of Canada's COVID-19 vaccine distribution and monitoring strategy, including, but not limited to anticipated timelines for the distribution of an approved COVID-19 vaccine across Canada and the prioritization of population groups for vaccination;

(aa) minutes of meetings of the cabinet and its committees be excluded from this order and all documents issued pursuant to this order (i) be organized by department and be provided to the Office of the Law Clerk and Parliamentary Counsel as soon as is practicable in light of the pandemic, but, in any event, not later than November 30, 2020, and, if this is not possible, the Clerk of the Privy Council may request an extension of no more than seven days, by writing a letter to the committee, (ii) be vetted for matters of personal privacy information and national security, and, with respect to paragraph (y) only, be additionally vetted for information the disclosure of which could reasonably be expected to interfere with contractual or other negotiations between the Government of Canada and a third party, by the Law Clerk and Parliamentary Counsel within seven days of the receipt of the documents, (iii) be laid upon the table by the Speaker, at the next earliest opportunity, once vetted, and permanently referred to the Standing Committee on Health; and

(bb) within seven days after all documents have been tabled pursuant to paragraph (aa), the Minister of Health, the Minister of Public Services and Procurement, the Minister of Public Safety and Emergency Preparedness, and the Minister of Innovation, Science and Industry be

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ordered to appear separately as witnesses before the Standing Committee on Health, for at least three hours each.

s.23

PROTECTED B
Solicitor-Client Privilege

December 21, 2020

[redacted]

Pages 860 to / à 863
are withheld pursuant to section
sont retenues en vertu de l'article

23

of the Access to Information Act
de la Accès à l'information

Pages 864 to / à 879

are duplicates

sont des duplicatas

Pages 880 to / à 884

are not relevant

sont non pertinentes

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Simmering, William

From: McCowan, Ian
Sent: Monday, December 21, 2020 5:16 PM
To: Mulkins, Marta
Cc: van Dieen, Jodie; Welbourne, Maia; McCarthy, Emily; Fee, Stuart; Soni, Shannon-Marie; McAdam, Ryan; Cintrat, Jean
Subject: Re: CBI guidance document

Thx Marta. Let's check in tomorrow and see where things stand. Would be interested in understanding better where things are with other depts on third batch

Sent from my iPhone

On Dec 21, 2020, at 5:05 PM, Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca> wrote:

Ian,

End of day update –

- We understand the CBI translation is due by CoB today and have held off sending out the Redaction Instruction until both can be sent, fully translated, together.
- We will work on possible ways to implement the outstanding redaction process issues.
- Batch three forecast: estimation of PCO total submission is imperfect at this juncture depending on completion of collection upload and on how many documents the ASDs sign off for release. We will know with more precision what will be in the PCO collection as of 31 December, following the upload into DOJ's Ringtail system and final filtering occurs. As of today:

Batch 3 Estimate – tentative submission 06 Jan 2021:

1. HC and PHAC – estimate nmt 1000 pages
2. JUS – est nmt 200 pages
3. PCO –
    a. To be reviewed, QC'd and approved by ASD by 31 Dec:
        i. SDP – 2868 documents, 16522 pages
        ii. SrPersonel – 26 doc , 114 pages
        iii. Comm — 975 document – 5873 pages.
        iv. COMM COVID 18 doc , 185 pages
        v. COVID SEC –119 documents, 781 pages (these were held from a previous batch to assign the motion paragraph but after review, only 36 of those 119 documents are expected to be released)
    b. Review and approval is completed but did not make the batch 2 timeline - documents will be provided to DOJ
        i. FDP - 5 documents, 27 pages
    c. Already with DOJ from Batch 2
        i. ERDP - 17 documents, 110 pages (may be fewer as some drafts may have been included)

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ii. P&P - 1 document, 1 page.

d. LSMP, NSIA, MoG - no relevant records.

e. IGA, Clerk and DClerk – collections ongoing.

Kind regards,
Marta Mulkins

From: McCowan, Ian <Ian.McCowan@pco-bcp.gc.ca>
Sent: Monday, December 21, 2020 12:46 PM
To: Tremblay, Christyne <Christyne.Tremblay@pco-bcp.gc.ca>
Cc: van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; McCarthy, Emily <Emily.McCarthy@pco-bcp.gc.ca>; Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; Soni, Shannon-Marie <Shannon-Marie.Soni@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>
Subject: RE: CBI guidance document

Thanks Christyne. Shannon-Marie/Jean/Marta, two things.

1. It looks like we can send the guidance document to departments….. along with the associated CBI document once we have the translation.
2. Could you please do a short update email for me on where we are at with the preparations for the third batch. Appreciate that work is still progressing this week but please send me a summary which we would use for the request below once we have a clearer sense of the size and composition of the third batch.

Thanks. Happy to discuss if that's useful.

From: Tremblay, Christyne <Christyne.Tremblay@pco-bcp.gc.ca>
Sent: Monday, December 21, 2020 12:27 PM
To: McCowan, Ian <Ian.McCowan@pco-bcp.gc.ca>
Cc: van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; McCarthy, Emily <Emily.McCarthy@pco-bcp.gc.ca>; Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; Soni, Shannon-Marie <Shannon-Marie.Soni@pco-bcp.gc.ca>
Subject: Re: CBI guidance document

Hi Ian,

I an comfortable with the guidance document.
Do we deliver the second batch today ? It would be good to send an update to Minister Leblanc and the Clerk.
Thanks,
Christyne

Sent from my iPad

> On Dec 21, 2020, at 11:10 AM, McCowan, Ian <Ian.McCowan@pco-bcp.gc.ca> wrote:

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[redacted] Christyne, please let us know if you are comfortable with us sending the guidance and associates cbi document to departments. Happy to discuss if that's useful

Sent from my iPhone

On Dec 21, 2020, at 10:57 AM, van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca> wrote:

[redacted]

Jodie

Jodie van Dieen
Counsel to the Clerk of the Privy Council and Assistant Deputy Minister
Privy Council Office Legal Services Sector |
Conseillère juridique auprès du greffier du Conseil privé et sous-ministre adjointe
Secteur des services juridiques du Bureau du Conseil privé
Telephone | Téléphone: 613-957-5726

Solicitor-Client Privilege/Protected
Privilège avocat-client/Protégé

From: Tremblay, Christyne <Christyne.Tremblay@pco-bcp.gc.ca>
Sent: Friday, December 18, 2020 6:54 AM
To: McCowan, Ian <Ian.McCowan@pco-bcp.gc.ca>
Cc: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; McCarthy, Emily <Emily.McCarthy@pco-bcp.gc.ca>; Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>; van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Subject: CBI guidance document

Good morning Ian,

First of all, thank you for taking the time yesterday to update me on the different pieces of the file. Emily and myself looked at the guidance document. The note is well done and I am overall comfortable with it. Emily has a few comments and suggestions that she have saved in the attached version of the document. Most of my suggestions relate to page 2 & 3. Emily is making the case that there are 2 types of commercial information at play – that which is subject to a CA and thus cannot be disclosed due to contractual obligations; and, that which falls within the definition of CBI and would not be subject to

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s.23

disclosure under the ATIA. I believe that her comments are useful. [redacted]

I am turning my attention to the redaction letter today.
I wish you a good day,
Christyne

<Guidance on CBI Identification and Notification - December 21 2020 - CBTL.docx>

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Simmering, William

From: Cintrat, Jean
Sent: Tuesday, December 22, 2020 4:46 PM
To: McCowan, Ian
Cc: Soni, Shannon-Marie
Subject: FW: Documents requiring translation further to House order and for HESA
Attachments: Letter from the Law Clerk and Parliamentary Counsel (EN).pdf; Letter from the Law Clerk and Parliamentary Counsel (FR).pdf

Attachment is duplicate

Hi Ian, please see below a message from the Translation Bureau with respect to the Law Clerk's letter. As noted in the exchange, they met with the Law Clerk's office earlier this afternoon to discuss the translation process.
Note that the 30,000 pages they mention include records from the political offices.

From: Amanda Jane <Amanda.Jane@tpsgc-pwgsc.gc.ca>
Sent: Tuesday, December 22, 2020 3:52 PM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Cc: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Lucie Séguin <Lucie.Seguin@tpsgc-pwgsc.gc.ca>
Subject: FW: Documents requiring translation further to House order and for HESA

Hi Jean,
As you know, we're working with the Law Clerk who has shared the attached response letter to the Clerk. You've probably already seen this, but sharing just in case.
We are looking at options to identify sufficient resources to be able to deliver on this request when it comes our way.
Happy to chat,

A.

From: Nathalie Laliberte
Sent: December 22, 2020 12:26 PM
To: Lucie Séguin <Lucie.Seguin@tpsgc-pwgsc.gc.ca>; Marc Laviolette <Marc.Laviolette@tpsgc-pwgsc.gc.ca>; Josée Cardinal <Josee.Cardinal@tpsgc-pwgsc.gc.ca>; Julie Poirier <jpoirier@ccc.ca>; Marc Olivier <Marc.Olivier@tpsgc-pwgsc.gc.ca>; Amanda Jane <Amanda.Jane@tpsgc-pwgsc.gc.ca>; Johanne Roy-Allaire <Johanne.M.Roy-Allaire@tpsgc-pwgsc.gc.ca>; Nathalie Lemieux <Nathalie.Lemieux@tpsgc-pwgsc.gc.ca>
Cc: Guy Gravelle <Guy.Gravelle@tpsgc-pwgsc.gc.ca>
Subject: FW: Documents requiring translation further to House order and for HESA

Bonjour,

You will find attached the response letter to the Clerk. We (Marc, Nanci, Josée and myself) are meeting with colleagues from the Law Clerk at 2:30. We will be in a position to debrief you on timing, format, security level and language(s) following such meeting.

Merci

Nathalie Laliberté

Vice-President, Services to Parliament and Interpretation
Translation Bureau, Public Services and Procurement Canada
nathalie.laliberte@tpsgc-pwgsc.gc.ca / Tel: (613) 282-1723

Vice-Présidente, Services au Parlement et Interprétation
Bureau de la traduction, Services publics et approvisionnement Canada
Nathalie.laliberte@tpsgc-pwgcs.gc.ca / Tél: (613) 282-1723

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From: Janse, Eric [mailto:eric.janse@parl.gc.ca]
Sent: December 22, 2020 11:48 AM
To: Nathalie Laliberte <Nathalie.Laliberte@tpsgc-pwgsc.gc.ca>
Cc: Bédard, Michel <Michel.Bedard@parl.gc.ca>; Gauthier, Marie-Sophie <Marie-Sophie.Gauthier@parl.gc.ca>
Subject: RE: Documents requiring translation further to House order and for HESA

p.s. Voici la lettre dans les deux langues. It was sent a bit earlier to the Clerk of the PCO.

From: Janse, Eric
Sent: December 22, 2020 10:02 AM
To: Nathalie Laliberte <Nathalie.Laliberte@tpsgc-pwgsc.gc.ca>
Cc: Bédard, Michel <Michel.Bedard@parl.gc.ca>; Gauthier, Marie-Sophie <Marie-Sophie.Gauthier@parl.gc.ca>
Subject: Documents requiring translation further to House order and for HESA

Bonjour Nathalie,

Ceci fait suite à nos discussions téléphoniques de ce matin ainsi qu'hier matin. As mentioned, the approved approach on the matter will see the Law Clerk reply to the Clerk of the PCO indicating that the expectation remains that the Government will translate documents required to be tabled in the House. However, to accelerate the process, the 30,000 pages received to date by the Law Clerk will be sent to the Translation Bureau by his office. Once the letter of reply is finalized and (ironically !) translated, I will share it with you.

In the meantime, I have copied Michel Bédard, Deputy Law Clerk, and Marie-Sophie Gauthier, Legal Counsel, Office of the Law Clerk on this email. My colleagues can work with you in terms of establishing the most efficient system to transmit the documents to your office. Finally, as mentioned, the next opportunity for the Speaker to table documents in the House, and then have them referred to HESA, would be January 20, 2021.

Thank you for the excellent and ongoing collaboration on this challenging file.

Joyeuses fêtes !

Eric.

Pages 891 to / à 892

are duplicates

sont des duplicatas

Pages 893 to / à 894

are not relevant

sont non pertinentes

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Simmering, William

From: McCowan, Ian
Sent: Tuesday, December 22, 2020 11:38 AM
To: Welbourne, Maia; Cintrat, Jean; Soni, Shannon-Marie; van Dieen, Jodie
Subject: House of Commons' Order of October 26, 2020
Attachments: image002.png; ATT00001.htm; Letter from the Law Clerk and Parliamentary Counsel (EN).pdf; ATT00002.htm; Letter from the Law Clerk and Parliamentary Counsel (FR).pdf; ATT00003.htm

Please see attached. Would appreciate it if we could discuss it on the 1pm call. Thanks.

From: Shugart, Ian <Ian.Shugart@pco-bcp.gc.ca>
Sent: Tuesday, December 22, 2020 11:19 AM
To: McCowan, Ian <Ian.McCowan@pco-bcp.gc.ca>; Tremblay, Christyne <Christyne.Tremblay@pco-bcp.gc.ca>; Nathalie Drouin <Nathalie.G.Drouin@justice.gc.ca>; van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; Perreault, Claudie <Claudie.Perreault@pco-bcp.gc.ca>
Subject: Fwd: House of Commons' Order of October 26, 2020

Sent from my iPhone

Begin forwarded message:

> **From:** <Sarah.Pentney@parl.gc.ca>
> **Date:** December 22, 2020 at 10:40:25 AM EST
> **To:** <Ian.Shugart@pco-bcp.gc.ca>
> **Cc:** [redacted]
> **Subject: House of Commons' Order of October 26, 2020**
>
> Good morning Mr. Shugart,
>
> Please find attached correspondence in the above-noted matter from the Law Clerk and Parliamentary Counsel of the House of Commons.
>
> Thank you and happy holidays.
>
> Sarah

s.19(1)

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HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

OFFICE OF THE LAW CLERK AND PARLIAMENTARY COUNSEL
BUREAU DU LÉGISTE ET CONSEILLER PARLEMENTAIRE

BY EMAIL

December 22, 2020

Mr. Ian Shugart
Clerk of the Privy Council and Secretary to the Cabinet
Privy Council Office
80 Wellington Street
Ottawa, ON K1A 0A3

Dear Mr. Shugart:

RE: House of Commons' Order of October 26th, 2020

I am writing further to your letter of December 18th, 2020, with respect to the government's approach to the translation of documents produced in response to the above-noted order of the House of Commons (the "Order"). In your letter, you indicate your belief that following the second report of the Standing Committee on Health (the "Committee"), which was adopted by the House on December 4th, 2020, my Office is "best placed to determine the sequencing and content of translation" of the government's documents.

While the Committee's second report directed my Office to prioritize its vetting of the documents produced by the government, it neither diminished nor removed the government's obligation to produce documents to be tabled in the House and before its committees in both official languages in accordance with section 8 of the *Official Languages Act* and consistent with Standing Order 32(4).

I understand from your letter that so far no steps have been taken by the government to have the documents translated. In the circumstances, and to avoid any additional delay in moving this matter forward, my Office will take the extraordinary step of providing the documents received to date to the Translation Bureau on your behalf. We expect that the government will follow-up with the Translation Bureau in order to ensure that they are properly supported in their work, and my Office will await receipt of the translated documents so that they can be tabled in the House and referred to the Committee in accordance with the Order.

... /2

7-02 – 131 Queen Street, Ottawa, ON K1A 0A6
Tel: 613-996-6063 Fax: 613-992-4317 Email: lc-bl@parl.gc.ca

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Moving forward, I trust that the government will take steps to ensure translation of any further documents that it may produce in a timely manner so that they are provided to my Office in both official languages to be tabled in the House and referred to the Committee after the completion of our vetting process.

As requested by the Committee, I will be providing a status report on this ongoing process, and will share a copy of your most recent letter as well as my present reply for their information.

Yours truly,

Philippe Dufresne
Law Clerk and Parliamentary Counsel

c.c.

s.19(1)

[redacted]
Office of the Minister of Health

[redacted]
Office of the Minister of Public Services and Procurement Canada

[redacted]
Prime Minister's Office

7-02 – 131 Queen Street, Ottawa, ON K1A 0A6
Tel: 613-996-6063 Fax: 613-992-4317 Email: lc-bl@parl.gc.ca

Pages 899 to / à 900

are not relevant

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Simmering, William

From: Laghi, Brian
Sent: Wednesday, December 23, 2020 2:15 PM
To: Rivet, Raymond; Cabana, Serge
Subject: RE: CABNET

Okay….but am I not also responsible for redacting items, such as cabinet docs?
The training seemed a little light on that front. Perhaps you can point me to someone.

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Wednesday, December 23, 2020 1:35 PM
To: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Cabana, Serge <Serge.Cabana@pco-bcp.gc.ca>
Subject: RE: CABNET

Hi Brian.
The only guidance we have is the text of the motion. I have boiled it down to the following:

I would strictly interpret the motion as follows:
Items (u) and (v) relate to the Global Public Health Information Network. You likely don't have anything related to that.
(w) records concerning plans, preparations, approvals and purchasing of COVID-19 testing products;
(x) records concerning plans, preparations and purchasing of PPE;
(y) records relating to the COVID-19 Vaccine Task Force and its subcommittees;
(z) records relating to the Government of Canada's COVID-19 vaccine distribution and monitoring strategy.

s.16(2)

I am on leave next week but can be reached at [redacted] I don't mind.
Serge – Can you confirm that the new arrival form has been sent? Thanks
RR

From: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>
Sent: 23 décembre 2020 13:25
To: Cabana, Serge <Serge.Cabana@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: CABNET

Howdy Serge, howdy Ray;
It's Brian Laghi here.
As I am off tomorrow until Jan. 4th, I just wanted to drop y'all a reminder about CABNET and having it established for me.
Ray, I'm happy to go into work for a day or two next week to get the work done, if CABNET is available.
I do have one question however. Will we receive guidelines at some point about what items to keep and what items not to keep. Although I took the training, I've yet to receive guidelines on this aspect of the work.
BTW, Ray, are you around next week? Just asking in the eventuality that I need a bit of help navigating things.
Cheers
Brian

Brian Laghi

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Director General | Directeur général
COVID-19 Communications Planning | Communications en réponse à la COVID-19 (Planifications)
PCO Response Communications Unit | L'unité des communications d'intervention spéciale du BCP
Privy Council Office | Bureau du Conseil Privé
[redacted]

s.16(2)

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Simmering, William

From: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>
Sent: Wednesday, December 23, 2020 3:07 PM
To: Rivet, Raymond; Butara, Frank
Subject: RE: October 26 House Motion - COVID / Motion de la Chambre du 26 octobre - COVID

Thanks Ray.

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Wednesday, December 23, 2020 3:06 PM
To: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Subject: FW: October 26 House Motion - COVID / Motion de la Chambre du 26 octobre - COVID

Good afternoon Brian and Frank. Attached is additional guidance for the review of documents relative to the HESA motion.
Questions on this can be directed to:
Tamara Jeffrey
Christine Moreau-Tremblay
Monique Oliveira

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: October 26 House Motion - COVID / Motion de la Chambre du 26 octobre - COVID

Good afternoon,
Please find attached guidance concerning sensitive information with respect to the motion adopted by the House of Commons on October 26.

Bonjour,
Veuillez trouver ci-joint des directives concernant les renseignements confidentiels en lien avec la motion adoptée par la Chambre des communes le 26 octobre.

Jean

Jean Cintrat
Directeur des Opérations, Affaires parlementaires
Bureau du Conseil privé / Gouvernement du Canada
Director of Operations, Parliamentary Affairs
Privy Council Office / Government of Canada
jean.cintrat@pco-bcp.gc.ca

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Simmering, William

From: McCowan, Ian
Sent: Thursday, December 24, 2020 8:09 AM
To: Tremblay, Christyne
Cc: van Dieen, Jodie; Welbourne, Maia; Soni, Shannon-Marie
Subject: : Production of papers - update
Attachments: Production of Documents - Assessment of Progress and Stats (Dec 24).docx

Christyne

Please find attached an update on the production of papers motion. I would be grateful if we could discuss on the call at noon.

From: Soni, Shannon-Marie <Shannon-Marie.Soni@pco-bcp.gc.ca>
Sent: Thursday, December 24, 2020 7:51 AM
To: McCowan, Ian <Ian.McCowan@pco-bcp.gc.ca>
Cc: McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>; Vachon, Chantale <Chantale.Vachon@pco-bcp.gc.ca>
Subject: Production of papers - update

Ian,

Attached, please find a detailed document outlining the progress to date, and expected progress. As the document is quite detailed, I offer the following higher-level summary points:

- In terms of what to expect for batch 3, we anticipate being able to provide 2,230 pages from Health Canada, PCO and Justice. This low figure is due to a number of factors including: subject-matter experts identifying a larger number of documents that require redaction, are irrelevant or out of scope; the approvals process; and, limited resources due to competing operational priorities. If Health Canada is able to accelerate their approvals process, we may see more pages provided for batch 3, but this would reduce their anticipated total from batch 4.
- However, we anticipate being able a larger batch on January 19, including from Health Canada, PHAC, ISED, the National Research Council and DND. This could include approximately 23,800 pages. The number may be reduced during the quality control and approval phases or increased with contributions from other departments.
- Within PCO, the collection of unclassified documents (Protected B and below) is complete in nearly all secretariats except IGA and the Clerk/Deputy Clerk's office. Four hundred pages of documents are expected for Batch 3, a low figure due to competing priorities (the involved secretariats are also on the front-lines of the COVID-19 response) and subject-matter experts identifying a larger number of documents that require redaction, are irrelevant, or out of scope.
- For context, the Government estimates approximately 675,000 pages of documents across all departments in response to the motion (after scoping). However, this estimate does not take into consideration duplicate material across departments, nor material that may be irrelevant to the motion.

s.16(2)

Happy to discuss – I will be available as of 8:30am ( )

Shannon-Marie Soni

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Directrice des opérations (Affaires du Cabinet) | Director of Operations (Cabinet Affairs)
Législation et planification parlementaire | Legislation and House Planning
Bureau de Conseil Privé | Privy Council Office
85 rue Sparks, bureau 602CC | 85 Sparks, Room 602CC
Ottawa, ON K1A 0A3
Téléphone | Telephone : [redacted](m)
Shannon-marie.soni@pco-bcp.gc.ca

s.16(2)

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Production of Documents
October 26 House Motion

Assessment of Progress as of December 24, 2020

Background

As of December 22, 2020, 53,613 Protected B and below documents, representing 365,506 pages have been uploaded to the NUIX platform at DoJ. Of those records, 35,113 documents (or 271,978 pages), representing approximately 74% of the total pages, have been through an initial assessment of whether the records contain sensitive information or not.

Assessment outcome	**# of pages**
No redaction required	57,296
Redaction required	52,739
Unsure	48,011
Irrelevant / out of scope	113, 930
Total	*271,978*

Note PCO has its own Ringtail database for reviewing PCO's Secret, Protected B and unclassified documents. Reviewed documents are transferred periodically to Justice to incorporate into the appropriate Justice-housed database therefore the figures in the table above does not include PCO records. Information relating to PCO's records can be found in a section below.

On December 7 and 15, 2020, the Government transmitted more than 16,000 pages to the Law Clerk that are responsive to the motion but did not contain sensitive information.

Release Date	**Total Documents**	**Total Pages**	**Contributing Departments**	**# days between releases**
December 7	573	13,156	FIN, HC, JUS, PHAC, PCO	27 days*[1]
December 15	762	3,073	HC, ISED, NRC, PHAC, PCO, PSPC, TBS	8 days
January 6	74*[3]	2,230*[3]	HC, PHAC, PCO, JUS	22 days*[2]
Total	*1,409*	*18,459*		*35 days*

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*[1]Calculated as number of days between Ringtail guidance issues on November 10, 2020 and release date of December 7, 2020.
*[2]Calculated as the number of calendar days. Includes three statutory holidays.
*[3]Final Page count to be confirmed on January 6, 2021

Batch 3 – Week of January 4, 2021

It is anticipated that a third release of records will take place during the week of January 4, 2021 and as early as January 6th. As of December 23, 2020, the following departments have identified records that could form part of a potential release in the first week of January:

Department	Estimated Pages	Notes
HC	1,645	HC will provide DoJ with their ADM/DM level review determinations by Monday, January 4, 2021.
PCO	396	Pending approvals and consolidation with the larger DoJ collection
JUS	189	Approved and ready for production
Total	*2,230*	

Several factors affect the ability of Departments to produce large quantities of pages for each release. These include:

- Customized approval process in each department with a timeframe between 7 and 10 days. Practically, this would mean that only records reviewed 7 to 10 days prior to an anticipated release date could form part of a batch.
- Limited resources and competing operational priorities with time sensitive deadlines.
- Ringtail or NUIX functionality have frequently detached covering emails from their attachments, increasing the number of irrelevant/out of scope documents. The addition of coding for motion paragraph by the reviewers at the outset has also increased the number of irrelevant/out of scope documents.
- Ringtail or NUIX's filtering and quality assurance functionality after ADM/DM approval has reduced the number of pages a department anticipated being in a position to release. Those records are set aside for further consideration and may be requeued for release in subsequent batches.
- Ringtail / NUIX downtime for technical updates as well as constraint on DOJ resources ability to run workflows in two databases

It should also be noted that the "records" that a department uploaded to NUIX or Ringtail are not necessarily an equivalent number of pages in Ringtail due to de-duplication, email threading and other pruning techniques.

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As of December 23, 2020, the following departments have identified records, which could form part of a potential release during the week of January 19, 2021:

Department	Approximate Pages	Notes
HC / PHAC	10,000	Records require QC and ADM/DM level review before being ready for production
ISED	1,500	Records require QC and ADM/DM level review before being ready for production
NRC	12,000	Records require QC and ADM/DM level review before being ready for production
DND	340	Majority of records require consultation. Records will also require QC and ADM/DM level review before being ready for production
Total	*23,840*	

Note that additional Departments, including PCO, may be able to contribute records to the January 19 production.

Subsequent Batches

Following the completion of an initial review of records not containing sensitive information, the Government will examine the remaining documents for information that it is not in the public interest to disclose including Cabinet confidences, solicitor-client privilege, confidential business information, personal information, advice to Ministers of the Crown, and information the disclosure of which could be injurious to international relations, federal-provincial-territorial relations or national security.

This exercise will begin with records housed in the NUIX Protected B and unclassified environment. Subject-matter experts (SMEs) were issued credentials and a Cryptocard to access the database remotely. A deliberate effort at the outset will be required to build familiarity with the new NUIX functionality and practices required for highlighted and redaction of sensitive information.

Records uploaded to the Secret database in Justice are only accessible by visiting the Department of Justice offices. The practical limitations of access to the Secret-capable workstations at DoJ, in addition to workplace access limitations caused by the pandemic, require that work on Secret redactions will commence no earlier than the week of January 18, 2021. Scheduling of the Secret workstations will respect pandemic health and safety protocols and will prioritise block booking by departmental groups.

It is anticipated that the exercise of highlighting and redacting sensitive information will take a greater amount of effort and resources than the initial binary review.

Subsequent disclosures of documents may also take into account the priorities identified in the Second Report of the Standing Committee on Health, which was concurred in by the House of Commons on December 4, 2020.

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As part of that process, PCO estimates for all relevant records (without any scoping) are in the order of 5,500,000 pages while current estimates (with scoping) are in the order of 285,117 pages.

As of December 23, 2020, 6,139 unique Protected B or below documents representing 35,474 pages have been uploaded to the PCO's Ringtail system. Of those records, 2,643 documents, representing approximately 43% of the total pages, have been through an initial assessment of whether the records contains sensitive information or not. It is anticipated that work will continue during the week of December 28 by the SDP SME to complete the initial review of their remaining Protected B or below documents. Additional information relating to the number of documents identified as requiring redaction or irrelevant/out of scope will be provided at the earliest opportunity.

On December 7 and 15, 2020, the Privy Council Office transmitted more than 1,000 pages to the Law Clerk that are responsive to the motion but did not contain sensitive information.

Release Date	**Total Documents**	**Total Pages**	**Contributing Branches**	**# days between releases**
December 7	182	989	COVID-19 Secretariat	27 days*
December 15	8	73	COVID-19 Secretariat	8 days
Total	*190*	*1,062*		*35 days*

*Calculated as number of days between Ringtail guidance issues on November 10, 2020 and release date of December 7, 2020.

PCO anticipates being in a position to contribute records for a potential third release of records during the week of January 4, 2021. As of December 23, 2020, the following branches have identified records that could form part of this release:

Branch	**Total Documents**	**Total Pages**	**Notes**
ERDP	17	110	All approvals obtained
P&P	1	1	All approvals obtained
FDP	5	27	All approvals obtained
SDP	6	10	Pending QC and Assistant Secretary Approval
COVID-19 Secretariat	45	248	Pending Assistant Secretary Approval
Total	*74*	*396*	

* Calculated as the number of calendar days. Includes three statutory holidays.

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The ultimate numbers of records PCO produces will be reduced by the filtering and quality assurance functionality of NUIX once the records are merged with the broader DoJ collection. Records removed by filtering and quality assurance functionality of NUIX are set aside for further consideration by PCO and requeued for release in subsequent batches.

In addition to the considerations outlined in the above regarding factors affecting the ability of Departments to produce large quantities of pages for each release, PCO faces additional limitations for reviewing Protected B and below records since they are housed in the same system as the Secret records. PCO Ringtail database is only accessible from PCO offices.

The following represent the status of collection for each branch within PCO as of December 23, 2020.

Branch	**Protected B and Below status**	**Secret records**	**Notes**
ERDP	Collection complete (103 documents, 347 pages) Binary review complete and all relevant records containing no sensitive information ready for release. Review of records containing sensitive information pending	Collection complete; waiting for upload to Ringtail	
P&P	Collection complete (337 documents, 3,097 pages) Binary review complete and all relevant records containing no sensitive information ready for release. Review of records containing sensitive information pending	Collection underway	
COVID-19 Secretariat	Collection complete (1,796 documents, 9.278 pages)	Collection complete; waiting for upload to Ringtail	Remaining protected B and below records containing no

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	Binary review complete Review of records containing sensitive information pending		sensitive information pending Assistant Secretary approval.
FDP	Collection complete (16 documents, 58 pages) Binary review complete and all relevant records containing no sensitive information ready for release.	Collection complete; waiting for upload to Ringtail	
Comms and COVID-Comms	Collection complete (993 documents, 6,058 pages) Binary review not started	Collection complete; waiting for upload to Ringtail	Requires resolution of technical issues (access to CabNet) for SMEs
SDP	Collection complete (2,868 documents, 16,522 pages) Binary review underway Review of records containing sensitive information pending	Collection underway	SME review 391 documents (905 pages) completed 200 documents (628 pages) ongoing QC Review 12 documents (21 pages) completed 52 documents (136 pages) ongoing For AS approval 6 document (10 pages)
Sr. Personnel	Collection complete (26 documents, 114 pages) Binary review not started	Collection underway	

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LSMP	No relevant records	Collection complete; waiting for upload to Ringtail	
IGA	Collection underway	Collection underway	
Clerk and Deputy Clerk's Office	Collection underway	Collection underway	
MOG	No relevant records	No relevant records	
NSIA	3 documents identified as duplicates	No relevant records	

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Simmering, William

From: Jeffrey, Tamara
Sent: Thursday, December 24, 2020 7:33 AM
To: Cintrat, Jean; Soni, Shannon-Marie; Mulkins, Marta
Subject: RE: Production of Documents - Assessment of Progress and Stats
Attachments: Production of Documents - Assessment of Progress and Stats (Dec 24).docx; Production of Documents - Assessment of Progress and Stats (Dec 24) clean.docx

Good Morning,

Please find enclosed the revised version of the document incorporating Jean's suggestion and addressing the remaining questions. I also took the liberty of fixing some formatting issues.

I've provided the document in both a track change version and a clean version.

Thank you,

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted] s.16(2)
Tamara.Jeffrey@pco-bcp.gc.ca

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Wednesday, December 23, 2020 10:06 PM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Soni, Shannon-Marie <Shannon-Marie.Soni@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Subject: RE: Production of Documents - Assessment of Progress and Stats

Thank you very much Tamara for your work on this. I think this is very good progress in terms of our understanding of where the various pieces are at. I made a few suggestions and comments in the document (attached). SMS, I think your summary below with its caveats, will be useful for Ian to communicate main points to the clerk.
Many thanks again to all for handling this in my absence.
If I can be of any assistance tomorrow, please give me a call.
Jean

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: Wednesday, December 23, 2020 7:02 PM
To: Soni, Shannon-Marie <Shannon-Marie.Soni@pco-bcp.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Subject: RE: Production of Documents - Assessment of Progress and Stats

See my few small suggestions based on intel received at this evenings call with HC and caveats.

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Of note, we always try to frame it as not more than xx pages. We have learned in previous releases that the production in Ringtail has a sneaky way of reducing the numbers at the very end of the process. This is due to a phenomenon referred to by DoJ as "collisions". Collisions happen when the documents are sent to production and the system flags (by way of key words) documents that may be misaligned with another departments' conclusions or contains materials which ought to be excluded based on the PCO guidelines (e.g., public materials, drafts, etc.). When collisions happen, documents are held back for further consideration by the department and where appropriate, sent back into the queue for release in a subsequent batch. All this technical stuff to say, our best guess is only that!

Hope this helps!

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
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Tel: (613) 957-5343 s.16(2)
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

From: Soni, Shannon-Marie <Shannon-Marie.Soni@pco-bcp.gc.ca>
Sent: Wednesday, December 23, 2020 6:45 PM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Subject: RE: Production of Documents - Assessment of Progress and Stats

Thanks Tamara. After reviewing the document, I just want to state how glad I am to not be involved in this motion request, and how much those of you who are involved deserve double (or triple) props from people like me!!

Since I'm a newbie on the file, I might need some additional hand holding, so apologies in advance if my questions seem self-evident. Always here to assist you in any way, never a need to apologize for asking questions.

I'll share the document with Ian in the morning. But to give him the top three take-aways (plus a context setter) upfront in an email, am I correct in the following:

- In terms of what to expect for batch 3, we anticipate being able to provide not more than 2,230 pages from Health Canada, PCO and Justice. This low figure is due to a number of factors including SME identifying a larger number of documents that require redaction, are irrelevant or out of scope, the approvals process and limited resources due to competing operational priorities. If Health Canada/PHAC is able to accelerate their approvals process, we may see more pages provided for batch 3, but this would reduce the anticipated total from batch 4. PHAC will not be provided any records the 3rd Batch due to other operational requirements.
- However, we anticipate being able a larger batch on January 19, including from Health Canada/PHAC, ISED, the National Research Council and DND. This could include approximately 23,800 pages. The number may be reduced during the quality control and approval phases or increased with contributions from other departments.
- Within PCO, the collection of unclassified documents (protected B and below) is complete in nearly all secretariats except IGA and the Clerk/Deputy Clerk's office. Not more than 400 pages of documents are expected for Batch 3, a low figure due to competing priorities (the involved secretariats are also on the front-lines of the COVID19 response) and SME identifying a larger number of documents that require redaction, are irrelevant or out of scope.
- For context, the Government estimates approximately 675,000 pages of documents in response to the motion (after scoping). However, this estimate does not take into consideration duplicate material across departments, nor material that may be irrelevant to the motion.

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Also, a question: on page 2, there is a chart of the total documents released Dec 7, 15 and Jan 6. The total is given as 16,229 pages. Am I correct in understanding the total is only for Dec 7 and 15? Because otherwise the total should be over 18,400 if the Jan 6 estimate is included? You are correct in the math – I simply hesitated to be firm on the January 6 numbers since they are in flux. Perhaps I should highlight the row in a different colour to denote the tentative nature.

SMS

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: Wednesday, December 23, 2020 5:38 PM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; Soni, Shannon-Marie <Shannon-Marie.Soni@pco-bcp.gc.ca>
Subject: Production of Documents - Assessment of Progress and Stats

Hi All,

Me again (sorry). I've completed the draft document and have found what I hope is a way around the lack of information regarding PCO data from Ringtail. I note that we do have the # of documents and pages that have been de-duplicated for each branch. While this will not tell us the whole number of records, it does provide a glimpse of the unique records we have in the system. I also note that we have 3 groups that have completed their binary reviews: therefore the sum of their records provides us with an estimate of what has been proceeded to date. Noting the ongoing review by our largest used (for pro b and below) hopefully goes to show that progress is ongoing. I've extracted what I am proposing for text from the larger document. Hopefully this satisfies the need for data while LegalOps acquires knowledge (or assistance) to produce the more refined data.

As of December 23, 2020, 6,139 unique protected b or below documents representing 35,474 pages have been uploaded to the PCO's Ringtail system. Of those records, 2,643 documents representing approximately 43% of the total pages have been through an initial assessment of whether the records contains sensitive information or not. It is anticipated that work will continue during the week of December 28 by the SDP SME to complete the initial review of their remaining protected b or below documents. Additional information relating to the number of documents identified as requiring redaction or irrelevant/out of scope will be provided at the earliest opportunity.

Happy to chat if you have any additional questions or concerns (or I have missed the mark on what you were seeking).

Thank you,

Tamara

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Production of Documents
October 26 House Motion

Assessment of Progress as of December 24, 2020

Background

As of December 22, 2020, 53,613 protected B and below documents, representing 365,506 pages have been uploaded to the NUIX platform at DoJ. Of those records, 35,113 documents (or 271,978 pages) representing approximately 74% of the total pages have been through an initial assessment of whether the records contains sensitive information or not.

Assessment outcome	**# of pages**
No redaction required	57,296
Redaction required	52,739
Unsure	48,011
Irrelevant / out of scope	113, 930
Total	*271,978*

Note PCO has its own Ringtail database for reviewing PCO's Secret, Protected B and unclassified documents. Reviewed documents are transferred periodically to Justice to incorporate into the appropriate Justice-housed database therefore the figures in the table above does not include PCO records. Information relating to PCO's records can be found in a section below.

On December 7 and 15, 2020, the Government transmitted more than 16,000 pages to the Law Clerk that are responsive to the motion but did not contain sensitive information.

Release Date	**Total Documents**	**Total Pages**	**Contributing Departments**	**# days between releases**
December 7	573	13,156	FIN, HC, JUS, PHAC, PCO	27 days*[1]
December 15	762	3,073	HC, ISED, NRC, PHAC, PCO, PSPC, TBS	8 days
January 6	74*[3]	2,230*[3]	HC, PHAC, PCO, JUS	22 days*[2]
Total	*1,409*	*18,459*		*35 days*

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*[1]Calculated as number of days between Ringtail guidance issues on November 10, 2020 and release date of December 7, 2020.
*[2]Calculated as the number of calendar days. Includes three statutory holidays.
*[3]Final Page count to be confirmed on January 6, 2021

Batch 3 – Week of January 4, 2021

It is anticipated that a third release of records will take place during the week of January 4, 2021 and as early as January 6th. As of December 23, 2020, the following departments have identified records that could form part of a potential release in the first week of January:

Department	Estimated Pages	Notes
HC	1,645	HC will provide DoJ with their ADM/DM level review determinations by Monday, January 4, 2021.
PCO	396	Pending approvals and consolidation with the larger DoJ collection
JUS	189	Approved and ready for production
Total	*2,230*	

Several factors affect the ability of Departments to produce large quantities of pages for each release. These include:

- Customized approval process in each department with a timeframe between 7 and 10 days. Practically, this would mean that only records reviewed 7 to 10 days prior to an anticipated release date could form part of a batch.
- Limited resources and competing operational priorities with time sensitive deadlines.
- (Ringtail or NUIX functionality have frequently detached covering email from their attachments, increasing the number of irrelevant/out of scope documents. The addition of coding for motion paragraph by the reviewers at the outset has also increased the number of irrelevant/out of scope documents.
- Ringtail or NUIX's filtering and quality assurance functionality after ADM/DM approval has reduced the number of pages a department anticipated being in a position to release. Those records are set aside for further consideration and may be requeued for release in subsequent batches.
- Ringtail / NUIX downtime for technical updates as well as constraint on DOJ resources ability to run workflows in two databases

It should also be noted that the "records" that a department uploaded to NUIX or Ringtail are not necessarily an equivalent number of pages in Ringtail due to de-duplication, email threading and other pruning techniques.

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As of December 23, 2020, the following departments have identified records, which could form part of a potential release during the week of January 19, 2021:

Department	Approximate Pages	Notes
HC / PHAC	10,000	Records require QC and ADM/DM level review before being ready for production
ISED	1,500	Records require QC and ADM/DM level review before being ready for production
NRC	12,000	Records require QC and ADM/DM level review before being ready for production
DND	340	Majority of records require consultation. Records will also require QC and ADM/DM level review before being ready for production
Total	*23,840*	

Note that additional Departments, including PCO, may be able to contribute records to the January 19 production.

Subsequent Batches

Following the completion of an initial review of records not containing sensitive information, the Government will examine the remaining documents for information that it is not in the public interest to disclose including Cabinet confidences, solicitor-client privilege, confidential business information, personal information, advice to Ministers of the Crown, and information the disclosure of which could be injurious to international relations, federal-provincial-territorial relations or national security.

This exercise will begin with records housed in the NUIX Protected B and unclassified environment. SMEs were issued credentials and a Cryptocard to access the database remotely. A deliberate effort at the outset will be required to build familiarity with the new NUIX functionality and practices required for highlighted and redaction of sensitive information.

Records uploaded to the Secret database in Justice are only accessible by visiting the Department of Justice offices. The practical limitations of access to the secret-capable workstations at DoJ, in addition to workplace access limitations caused by the pandemic, require that work on secret redactions will commence no earlier than the week of January 18, 2021. Scheduling of the secret workstations will respect pandemic health and safety protocols and will prioritise block booking by departmental groups.

It is anticipated that the exercise of highlighting and redacting sensitive information will take a greater amount of effort and resources than the initial binary review.

Subsequent disclosures of documents may also take into account the priorities identified in the Second Report of the Standing Committee on Health, which was concurred in by the House of Commons on December 4, 2020.

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As part of that process, PCO estimates for all relevant records (without any scoping) are in the order of 5,500,000 pages while current estimates (with scoping) are in the order of 285,117 pages.

As of December 23, 2020, 6,139 unique protected b or below documents representing 35,474 pages have been uploaded to the PCO's Ringtail system. Of those records, 2,643 documents representing approximately 43% of the total pages have been through an initial assessment of whether the records contains sensitive information or not. It is anticipated that work will continue during the week of December 28 by the SDP SME to complete the initial review of their remaining protected b or below documents. Additional information relating to the number of documents identified as requiring redaction or irrelevant/out of scope will be provided at the earliest opportunity.

On December 7 and 15, 2020, the Privy Council Office transmitted more than 1,000 pages to the Law Clerk that are responsive to the motion but did not contain sensitive information.

Release Date	**Total Documents**	**Total Pages**	**Contributing Branches**	**# days between releases**
December 7	182	989	COVID-19 Secretariat	27 days*
December 15	8	73	COVID-19 Secretariat	8 days
Total	*190*	*1,062*		*35 days*

*Calculated as number of days between Ringtail guidance issues on November 10, 2020 and release date of December 7, 2020.

PCO anticipates being in a position to contribute records for a potential third release of records during the week of January 4, 2021. As of December 23, 2020, the following branches have identified records that could form part of this release:

Branch	**Total Documents**	**Total Pages**	**Notes**
ERDP	17	110	All approvals obtained
P&P	1	1	All approvals obtained
FDP	5	27	All approvals obtained
SDP	6	10	Pending QC and Assistant Secretary Approval
COVID-19 Secretariat	45	248	Pending Assistant Secretary Approval
Total	*74*	*396*	

* Calculated as the number of calendar days. Includes three statutory holidays.

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The ultimate numbers of records PCO produces will be reduced by the filtering and quality assurance functionality of NUIX once the records are merged with the broader DoJ collection. Records removed by filtering and quality assurance functionality of NUIX are set aside for further consideration by PCO and requeued for release in subsequent batches.

In addition to the consideration outlined in the previous regarding factors affecting the ability of Departments to produce large quantities of pages for each release, PCO faces additional limitations for reviewing Protected B and below records since they are housed in the same system as the secret records. PCO Ringtail database is only accessible from PCO offices.

The following represent the status of collection for each branch within PCO as of December 23, 2020.

Branch	**Protected B and Below status**	**Secret records**	**Notes**
ERDP	Collection complete (103 documents, 347 pages) Binary review complete and all relevant records containing no sensitive information ready for release. Review of records containing sensitive information pending	Collection complete; waiting for upload to Ringtail	
P&P	Collection complete (337 documents, 3,097 pages) Binary review complete and all relevant records containing no sensitive information ready for release. Review of records containing sensitive information pending	Collection underway	
COVID-19	Collection complete (1,796 documents, 9.278 pages)	Collection complete; waiting for upload to Ringtail	Remaining protected B and below records containing no

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	Binary review complete Review of records containing sensitive information pending		sensitive information pending Assistant Secretary approval.
FDP	Collection complete (16 documents, 58 pages) Binary review complete and all relevant records containing no sensitive information ready for release.	Collection complete; waiting for upload to Ringtail	
Comms and COVID-Comms	Collection complete (993 documents, 6,058 pages) Binary review not started	Collection complete; waiting for upload to Ringtail	Requires resolution of technical issues (access to CabNet) for SMEs
SDP	Collection complete (2,868 documents, 16,522 pages) Binary review underway Review of records containing sensitive information pending	Collection underway	SME review 391 documents (905 pages) completed 200 documents (628 pages) ongoing QC Review 12 documents (21 pages) completed 52 documents (136 pages) ongoing For AS approval 6 document (10 pages)
Sr. Personnel	Collection complete (26 documents , 114 pages) Binary review not started	Collection underway	

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LSMP	No relevant records	Collection complete; waiting for upload to Ringtail	
IGA	Collection underway	Collection underway	
Clerk and Deputy Clerk's Office	Collection underway	Collection underway	
MOG	No relevant records	No relevant records	
NSIA	3 documents identified as duplicates	No relevant records	

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Production of Documents
October 26 House Motion

Assessment of Progress as of December 24, 2020

Background

~~Following the adoption of the motion of the Standing Committee on Health (HESA) by the House of Commons on October 26, 2020, PCO developed and issued guidance to departments and agencies to guide the production of papers under the Order.~~

~~As part of that process, PCO asked departments to provide estimates of the total number of pages they would be required to produce. Those estimates have been refined over time. Current estimates for all relevant records (without any scoping) are in the order of 15,000,000 pages.~~

~~Once it became clear that the Order could potentially require the production of millions of pages of documents, PCO issued additional guidance to "scope down" the collection of documents for the initial phase of document production, with a view to managing the workload.~~

~~PCO asked departments to provide estimates of the number of pages they would need to produce, taking into account the scoping guidance. Current estimates (with scoping) are in the order of 675,000 pages. It is currently estimated that all departmental protected B and below collections, excluding PCO, will be completed and uploaded by the week of December 21 2020. Upload of secret documents is ongoing.~~

~~The Government's primary objective is to be as responsive as possible to the motion in order to further the Standing Committee on Health's study of the government's response to the COVID-19 pandemic while safeguarding information the disclosure of which would undermine Canada's system of responsible government or Canada's ability to respond to the pandemic.~~

~~Recognizing that the order for documents related to the government's response to the COVID-19 pandemic includes documents containing both non-sensitive and sensitive information, the Government is currently conducting a binary review of documents to identify records that contain no sensitive information.~~

As of December 22, 2020, 53,613 protected B and below documents, representing 365,506 pages have been uploaded to the NUIX platform at DoJ. Of those records, 35,113 documents (or 271,978 pages) representing approximately 74% of the total pages have been through an initial assessment of whether the records contains sensitive information or not.

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Assessment outcome	# of pages
No redaction required	57,296
Redaction required	52,739
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Irrelevant / out of scope	113, 930
Total	*271,978*

Note PCO has its own Ringtail database for reviewing PCO's Secret, Protected B and unclassified documents. Reviewed documents are transferred periodically to Justice to incorporate into the appropriate Justice-housed database therefore the figures in the table above does not include PCO records. Information relating to PCO's records can be found in a section below.

On December 7 and 15, 2020, the Government transmitted more than 16,000 pages to the Law Clerk that are responsive to the motion but did not contain sensitive information.

Release Date	Total Documents	Total Pages	Contributing Departments	# days between releases
December 7	573	13,156	FIN, HC, JUS, PHAC, PCO	27 days*[1]
December 15	762	3,073	HC, ISED, NRC, PHAC, PCO, PSPC, TBS	8 days
January 6	74*[3]	2,230*[3]	HC, PHAC, PCO, JUS	22 days*[2]
Total	*1,409~~335~~*	*18,459~~6,229~~*		*35 days*

*[1]Calculated as number of days between Ringtail guidance issues on November 10, 2020 and release date of December 7, 2020.

*[2]Calculated as the number of calendar days. Includes three statutory holidays.

*[3]Final Page count to be confirmed on January 6, 2021

Batch 3 – Week of January 4, 2021

It is anticipated that a third release of records will take place during the week of January 4, 2021 and as early as January 6th. As of December 23, 2020, the following departments have identified records that could form part of a potential release in the first week of January:

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Department	Estimated Pages	Notes
HC ~~/ PHAC~~	1,645	HC ~~and PHAC~~ will provide DoJ with their ADM/DM level review determinations by Monday, January 4, 2021.
PCO	396	Pending approvals and consolidation with the larger DoJ collection
JUS	189	Approved and ready for production
Total	*2,230*	

Several factors affect the ability of Departments to produce large quantities of pages for each release. These include:

- Customized approval process in each department with a timeframe between 7 and 10 days. Practically, this would mean that only records reviewed 7 to 10 days prior to an anticipated release date could form part of a batch.
- Limited resources and competing operational priorities with time sensitive deadlines.
- ~~SMEs are becoming more familiar with the functionality of NUIX or Ringtail and identifying a larger number of documents that require redaction, are irrelevant or out of scope(.~~
- Ringtail or NUIX functionality have frequently detached covering email from their attachments, increasing the number of irrelevant/out of scope documents. The addition of coding for motion paragraph by the reviewers at the outset has also increased the number of irrelevant/out of scope documents.
- Ringtail or NUIX's filtering and quality assurance functionality after ADM/DM approval has reduced the number of pages a department anticipated being in a position to release. Those records are set aside for further consideration and may be requeued for release in subsequent batches.
- Ringtail / NUIX downtime for technical updates as well as constraint on DOJ resources ability to run workflows in two databases

It should also be noted that the "records" that a department uploaded to NUIX or Ringtail are not necessarily an equivalent number of pages in Ringtail due to de-duplication, email threading and other pruning techniques.

As of December 23, 2020, the following departments have identified records, which could form part of a potential release during the week of January 19, 2021:

Department	Approximate Pages	Notes
HC / PHAC	10,000	Records require QC and ADM/DM level review before being ready for production

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ISED	1,500	Records require QC and ADM/DM level review before being ready for production
NRC	12,000	Records require QC and ADM/DM level review before being ready for production
DND	340	Majority of records require consultation. Records will also require QC and ADM/DM level review before being ready for production
Total	*23,~~7~~840*	

Note that additional Departments, including PCO, may be able to contribute records to the January 19 production.

Subsequent Batches

Following the completion of an initial review of records not containing sensitive information, the Government will examine the remaining documents for information that it is not in the public interest to disclose including Cabinet confidences, solicitor-client privilege, confidential business information, personal information, advice to Ministers of the Crown, and information the disclosure of which could be injurious to international relations, federal-provincial-territorial relations or national security.

This exercise will begin with records housed in the NUIX Protected B and unclassified environment. SMEs were issued credentials and a Cryptocard to access the database remotely. A deliberate effort at the outset will be required to build familiarity with the new NUIX functionality and practices required for highlighted and redaction of sensitive information.

~~As of Saturday, December 26, 2020, at 12:01 a.m., the province of Ontario will institute a Province-wide Shutdown with additional time-limited public health and workplace safety measures. The impacts of these time-limited measures will be evaluated throughout the 28 days to determine if it is safe to lift any restrictions or if they need to be extended. All residents are asked to stay home unless it is for an essential reason and only travel outside their own region if absolutely necessary.~~

~~Coupled with the above limitations,~~ Rrecords uploaded to the Secret database in Justice are only accessible by visiting the Department of Justice offices. The practical limitations of access to the secret-capable workstations at DoJ, in addition to workplace access limitations caused by the pandemic, require that work on secret redactions will commence no earlier than the week of January 18, 2021. Scheduling of the secret workstations will respect pandemic health and safety protocols and will prioritise block booking by departmental groups.

It is anticipated that the exercise of highlighting and redacting sensitive information will take a greater amount of effort and resources than the initial binary review.

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Subsequent disclosures of documents may also take into account the priorities identified in the Second Report of the Standing Committee on Health, which was concurred in by the House of Commons on December 4, 2020.

Privy Council Office Records

As part of that process, PCO estimates for all relevant records (without any scoping) are in the order of 5,500,000 pages while current estimates (with scoping) are in the order of 285,117 pages.

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~~It is currently estimated that all branch collections of protected B or below records will be completed and uploaded by the week of January 11, 2021. Upload of secret documents is ongoing.~~

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Total	*74*	*396*	

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P&P	Collection complete (337 documents, 3,097 pages) Binary review complete and all relevant records	Collection underway	

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	containing no sensitive information ready for release. Review of records containing sensitive information pending		
COVID-19	Collection complete (1,796 documents, 9.278 pages) Binary review complete Review of records containing sensitive information pending	Collection complete; waiting for upload to Ringtail	Remaining protected B and below records containing no sensitive information pending Assistant Secretary approval.
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			For AS approval 6 document (10 pages)
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MOG	No relevant records	No relevant records	
NSIA	3 documents identified as duplicates	No relevant records	

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Simmering, William

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Tuesday, December 29, 2020 2:31 PM
To: Laghi, Brian
Cc: Cabana, Serge
Subject: Re: CABNET

Hi Brian. Please refer to my recent email on this subject. It outlines the process. The first step is to identify documents that can be released without redactions. Documents that require redactions are flagged (and thereby segregated) for review at a later stage.
Re Blackburn, you should connect w the Service Desk before going in to the office as they will need to set up a separate CabNet computer at your workstation.
Once that is done, you'll need to inform Christine Moreau -Tremblay so that she can send you the Ringtail link and account information via CabNet.
RR

Sent from my iPhone

On Dec 29, 2020, at 12:04 PM, Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca> wrote:

I will be in tomorrow, Ray, but is my role here to role to ascertain whether documents are in or out? And do I have to make the call on whether something is a cabinet confidence, or likely to have implications for business confidentiality. The training was quite technical, but didn't really give me a sense of that. Perhaps you could give me the name of someone to call once I get in?
Thanks and sorry to trouble, but I'm likely to be in there alone tomorrow, so I may need some guidance. As I mentioned in an earlier note, I've yet to actually even enter the Blackburn building, so I'll be flying a bit blind.
Brian

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Wednesday, December 23, 2020 1:35 PM
To: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Cabana, Serge <Serge.Cabana@pco-bcp.gc.ca>
Subject: RE: CABNET

Hi Brian.
The only guidance we have is the text of the motion. I have boiled it down to the following:

I would strictly interpret the motion as follows:
Items (u) and (v) relate to the Global Public Health Information Network. You likely don't have anything related to that.
(w) records concerning plans, preparations, approvals and purchasing of COVID-19 testing products;
(x) records concerning plans, preparations and purchasing of PPE;
(y) records relating to the COVID-19 Vaccine Task Force and its subcommittees;

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(z) records relating to the Government of Canada's COVID-19 vaccine distribution and monitoring strategy.

s.16(2)

I am on leave next week but can be reached at [redacted]. I don't mind.
Serge – Can you confirm that the new arrival form has been sent? Thanks
RR

From: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>
Sent: 23 décembre 2020 13:25
To: Cabana, Serge <Serge.Cabana@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: CABNET

Howdy Serge, howdy Ray;
It's Brian Laghi here.
As I am off tomorrow until Jan. 4th, I just wanted to drop y'all a reminder about CABNET and having it established for me. Ray, I'm happy to go into work for a day or two next week to get the work done, if CABNET is available.
I do have one question however. Will we receive guidelines at some point about what items to keep and what items not to keep. Although I took the training, I've yet to receive guidelines on this aspect of the work.
BTW, Ray, are you around next week? Just asking in the eventuality that I need a bit of help navigating things.
Cheers
Brian

Brian Laghi
Director General | Directeur général
COVID-19 Communications Planning | Communications en réponse à la COVID-19 (Planifications)
PCO Response Communications Unit | L'unité des communications d'intervention spéciale du BCP
Privy Council Office | Bureau du Conseil Privé
[redacted]

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Simmering, William

From: Butara, Frank
Sent: Wednesday, December 30, 2020 1:19 PM
To: Laghi, Brian
Subject: Fwd: Additional guidance on interpretation of the Motion

Hi,

Here's the email re the date/scope of file collection... the way I read it, any emails after oct 26 is out of scope.

Sent from my iPhone

Begin forwarded message:

> **From:** "Butara, Frank" <Frank.Butara@pco-bcp.gc.ca>
> **Date:** December 29, 2020 at 4:42:17 PM EST
> **To:** "Oliveira, Monique" <Monique.Oliveira@pco-bcp.gc.ca>
> **Subject: Fwd: Additional guidance on interpretation of the Motion**
>
> Hi,
>
> As discussed, see below. Here is the specific reference: "You are correct that on last week's call Jean indicated that the end date would be the date the motion was adopted by the House. This record should be collected up to and including October 26, 2020."
>
> Sent from my iPhone
>
> Begin forwarded message:
>
> > **From:** "Martel, Camille" <Camille.Martel@pco-bcp.gc.ca>
> > **Date:** December 29, 2020 at 4:36:05 PM EST
> > **To:** "Butara, Frank" <Frank.Butara@pco-bcp.gc.ca>
> > **Subject: FW: Additional guidance on interpretation of the Motion**
> >
> > **From:** Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
> > **Sent:** Tuesday, December 1, 2020 2:17 PM
> > **To:** CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Guthrie, Jordan

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<Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Cc: Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Fennell, Melissa <Melissa.Fennell@pco-bcp.gc.ca>; Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>; Martel, Camille <Camille.Martel@pco-bcp.gc.ca>
Subject: Additional guidance on interpretation of the Motion

Colleagues,
In addition to the guidance provided immediately below from Tamara Jeffrey (L&HP), Tamara has indicated that the motion should be interpreted to include communications planning products.

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: 30 novembre 2020 12:49
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: Re: Request for additional clarification of Motion

Bonjour Raymond,

You are correct that on last week's call Jean indicated that the end date would be the date the motion was adopted by the House. This record should be collected up to and including October 26, 2020.

Additionally, please note that the guidance issued on November 13 indicates that you may exclude documents that are in the public domain. As such stand alone products, such as press releases, can be excluded. That being said, should the document be contained in an email that is relevant to the motion, it should be collected and transferred.

Hope this helps.

Tamara

Sent from my iPhone

> On Nov 30, 2020, at 12:15 PM, Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca> wrote:
>
> Hi Tamara,
> Just want to be clear on the timeframes for the documents to be collected. At the interdepartmental call last week, I believe Jean said the end date is the date the Motion was adopted.
>
> The various elements of the motion for collection of documents have different start dates but is the end date the date of the Motion i.e. October 26th?

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The following example indicates since March 19th. What is the end date?

(x) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Prime Minister's Office, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada concerning plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields, since March 19, 2020;

Additionally, should we assume that communication products (such as a press release) concerning plans, preparations and purchasing of PPE should be included in the documents to be provided.

Thanks in advance for your guidance.
RR

s.16(2)

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Simmering, William

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: Wednesday, December 30, 2020 1:58 PM
To: Laghi, Brian
Subject: Re: HESA-COVID - Assignments ready for Comms Review

Hi Brian,

Apologies for the delay, I am actually out of the office this week. You should have received an email on BNet to let you know that assignments are available on CabNet. If you received such an email, CabNet you will find an email with a link, username and temporary password.

Once in the system, you will be able to pull assignments for your group. This should be a relatively straightforward process and the binary review has been relatively quick for other groups.

Happy to answer any other questions should you run into issues.

Thank you,

Tamara

Sent from my iPhone

> On Dec 29, 2020, at 3:08 PM, Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca> wrote:
>
> Hello Tamara:
> It's Brian Laghi here. I'll be going into the office tomorrow to begin sifting through the documents. Will you be around for consultation in the morning? Am I supposed to receive a communication that sets me up to begin the process?
> Many thanks,
> Brian
>
> **From:** Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
> **Sent:** Thursday, December 24, 2020 9:37 AM
> **To:** Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
> **Cc:** Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
> **Subject:** Re: HESA-COVID - Assignments ready for Comms Review
>
> Bonjour Raymond,
>
> Based on your email from December 10, records for Steve Maclaren would only be contained in the Secret Folders. Note that at this time we have only uploaded records in the protected B and below folders. These records will undergo an initial binary review to determine whether or not they contain sensitive information.

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Outlook (Protected)

Butara

Chretien

Jones

Laghi

Martel

Patterson

Tessier

MacKillop

Mondou

Outlook (Secret)

McLaren

Laghi

Since records in the secret folder by nature contain sensitive information, they will not undergo an initial binary review but rather be subjected to the highlight and redaction process shared on December 21 by PCO-LHP. These records will be uploaded in the New Year and additional assignments created. Mr. McLaren's records will form part of the second upload.

I trust this appropriately responds to your query but as always remain available for further questions.

Thank you

Tamara

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Sent from my iPhone

On Dec 24, 2020, at 9:25 AM, Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca> wrote:

Thanks Tamara. Adding others for info.
One question: Could you please confirm that the COVID Comms Hub records also include those from Steve McLaren?
Thanks in advance.
RR

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: 24 décembre 2020 09:22
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: Re: HESA-COVID - Assignments ready for Comms Review

Bonjour Raymond,

The records were distributed in the following manner according to where the employee fell under the org chart:

Communications and Consultations includes records for Frank Butara, Murray Jones, Camille Martel, Adine Patterson, Jean Tessier and Ken MacKillop.

COVID Comms Hub includes records under the folders for Kimberley Chretien, Brian Laghi and Isabelle Mondou.

Once the records were uploaded, they were deduplicated within the group and against records in other areas of PCO. What remained were unique records which were then packaged in assignments.

This would mean that a significant portion of the records in the Covid Comms group were duplicates of records already in the system. This is to be expected since the Covid-19 secretariat and the operation branches provided their records prior to your group. We have been seeing this trend occur in other areas of PCO as well.

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I trust this answers your questions however I am happy to connect by phone if you have additional questions.

Tamara

Sent from my iPhone

On Dec 24, 2020, at 9:09 AM, Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca> wrote:

Thank you Christine. All seems to be functioning. I've looked at the documents in the assignment. As discussed, could you please reset the assignment (as I will not be the one doing the review)? Thanks
Tamara – I need to provide clarity to our reviewers on the Comms versus COVID Comms documents. We were going to reconnect on this. I am available today or next week. Thanks in advance.
RR

From: Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
Sent: 24 décembre 2020 08:56
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Cc: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: RE: HESA-COVID - Assignments ready for Comms Review

Good morning,

After you are in My Assignment, you have to click on Get Assignments on the top right corner of the screen.

s.19(1)

You can give me a call if it still doesn't work, [redacted].

Christine

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From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Thursday, December 24, 2020 8:53 AM
To: Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
Cc: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: RE: HESA-COVID - Assignments ready for Comms Review

Good morning. Thanks for this. There does not seem to be anything in my assignment queue. Could you pls confirm that there are documents to review. Thanks in advance.
RR

s.16(2)

From: Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
Sent: 18 décembre 2020 14:17
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Cc: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: HESA-COVID - Assignments ready for Comms Review

Hi,

Instructions have been provided by email on Cabnet.

Thank you,
Christine

Christine Moreau-Tremblay
Paralegal and Operations Coordinator / Parajuriste et coordonnatrice des opérations
Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister /
Bureau de la conseillère juridque auprès du greffier du Conseil privé et sous-ministre adjointe
Privy Council Office Legal Services Sector / Secteur des services juridiques du Bureau du Conseil privé
Tel / Tél : 613-957-5282
christine.moreau-tremblay@pco-bcp.gc.ca

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Simmering, William

From: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>
Sent: Wednesday, December 30, 2020 12:17 PM
To: Rivet, Raymond
Subject: RE: SMEs for Comms

Ray:
Thanks. Very helpful.
Brian

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Wednesday, December 30, 2020 12:10 PM
To: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>
Subject: FW: SMEs for Comms

Hi Brian. Below is what I have regarding the process. I have one more e mail to follow.

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: 18 décembre 2020 11:51
To: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>
Cc: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
Subject: Re: SMEs for Comms

There is no deadline identified as yet. We await notice that the files are ready for first review.

Sent from my iPhone

> On Dec 18, 2020, at 11:15 AM, Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca> wrote:
>
> Thanks for this Ray.
> Do you know when the deadline is for the review?
>
> **From:** Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
> **Sent:** Thursday, December 17, 2020 11:42 AM
> **To:** Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
> **Cc:** Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>
> **Subject:** FW: SMEs for Comms
>
> Good morning. Further to the message below from L&HP, I can provide the following update and background on the process.

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Comms and COVID Comms Hub documents are still in the process of being "ingested" into PCO's Ringtail system. Once this is complete (perhaps by week's end), our SMEs will receive an email containing a link, account name and temporary password.

The first step is a review of the documents by the subject matter experts (Brian and Frank). This consists of a binary review to identify documents that can be released in full versus documents that have portions that must be redacted as per the Access to Information Act. Documents that contain exemptions will be tagged (and thereby segregated) in the system. Guidelines on this binary review are forthcoming from L&HP. I will share as soon as I receive.

Important: Comms has a large volume of documents (emails and attachments). I suspect that some or many are out of scope. Please contact me to discuss the criteria set out in the motion. This first review stage will be an opportunity to remove documents that are not relevant to the motion.

Documents are being transferred to Justice in batches. At this stage only documents that can be released in full are being processed. Those that contain portions to be redacted will be processed at a later date.

Once the initial review by SMEs is complete, ATIP will do a second review.

This will be followed ADM review and signoff. Ken, you will receive an email from Monique Oliveira in Legal Operations with access and account details.

Once documents are reviewed and signed off, Legal Operations will do a final review before the documents are packaged for transmittal to Justice.

Final Notes
There are Ringtail subject matter experts in Legal Operations to answer questions and guide new users in how to use Ringtail (Monique Oliveira).

New Ringtail users should register for the Ringtail demonstration session to become familiar with the Ringtail software. Contact Diane.Field@justice.gc.ca to schedule a session.

An overview and reference document on Ringtail is attached.

Please contact me with any questions.
RR

s.16(2)

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: 14 décembre 2020 09:25
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
Subject: RE: SMEs for Comms

Bonjour Raymond,

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An account for Ken MacKillop was created on December 4, 2020.

I will advise as soon as the workflows have been created for your group and you are able to start the review process.

Thank you

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

s.16(2)

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Monday, December 14, 2020 9:23 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
Subject: RE: SMEs for Comms

Thanks very much Tamara.
Could you also confirm that an account has been created for Ken MacKillop?
Could I also ask you to confirm when Comms documents have been uploaded to Ringtail?
RR
[redacted]

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: 14 décembre 2020 09:16
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Subject: RE: SMEs for Comms

Bonjour Raymond,

To follow-up on your message below, the training is offered every day at 1 p.m.. Your SMEs should contact Diane Field (Diane.Field@justice.gc.ca) with their preferred dates for training and she will take care of the registration along with the training team.

I've also enclosed a document intended for reference as you start the review of your documents in Ringtail.

Should you have any questions or concerns, please do not hesitate to ask.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé

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85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

s.16(2)

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Friday, December 11, 2020 9:34 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Subject: SMEs for Comms

Hi Tamara. This message is to provide the names of 2 SMEs who will review the documents for Comms and COVID Comms Hub. They are Brian Laghi and Frank Butara.
Are the Ringtail training sessions still happening daily at 2 pm? I would like to schedule them in. Additionally, I would also like to do another session to be sure I am up to speed.
Thanks. Please advise at your earliest convenience.
RR
[redacted]

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: 10 décembre 2020 16:50
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: RE: PCO timelines - COVID motion

Great news for the completion of your records. Can you confirm which folders (i.e., the names) I should be associating with your group. This will allow me to ensure your records are properly triaged and assigned to your SMEs.

The short answer to your question regarding whether someone will be communicating with Ken Mackillop is yes. For greater details, I have outline the steps the process and timing of communications:

Once the documents for your group are uploaded to Ringtail the review process by SMEs will begin. This entails a binary review (Y/N) of whether a record contains sensitive information. Documents identified as containing sensitive information are triaged out of the process for further consideration at a later date. The remaining records will undergo a QC process by ATIP. This is a second review of the documents to ensure no sensitive information was overlooked and that the records are in-scope.

Once the QC is completed, ebinders (containing a series of documents that were reviewed by SMEs and ATIP in the previous steps) will be created by Legal Ops.

Assistant Deputy Secretaries will then receive an email from Legal Ops containing a link to the site with a username and temporary password. In that same email, they will also receive step-by-step instructions on how to approve the binders on Cabnet. Legal Ops will also send an email on BNet to advise that material is ready on CabNet. Tech support from Legal Ops will be available should your ADS have any questions or run into any technical issues.

Typically, we have seen the binary review process being completed in a day and the QC process in a few hours. This of course depends on the volume of documents.

I hope this helps, but as always, remains available to answer any additional questions.

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Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

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Simmering, William

From: Kasouf, Steven
Sent: Thursday, December 31, 2020 10:51 AM
To: Neilson, David
Subject: Fwd: COVID Health Motion
Attachments: FW: Pilot of HPFB docs for Redaction Process

Hi David,

Apparently there are 3 departments doing a pilot for starting the redaction of documents and James thinks we should have the meeting with the SME and QC reviewers before Jan 11 week. I still think that given the fact ppl are on holidays and will be coming back to possibly a large inbox of emails and work to catch up on, [redacted] that we should still wait until the week of Jan 11. What do you think? s.23

Steven Kasouf
Deputy Director / Directeur adjoint
Privy Council Office / Bureau du conseil privé
[redacted] s.16(2)

Sent from my iPhone

Begin forwarded message:

> **From:** "Stringham, James" <James.Stringham@justice.gc.ca>
> **Date:** December 30, 2020 at 2:41:22 PM EST
> **To:** "Kasouf, Steven" <Steven.Kasouf@pco-bcp.gc.ca>
> **Subject: RE: COVID Health Motion**
>
> Hello Steven,
>
> Thanks for your email. I had a good break and hope you had some time off too to rest and relax before the New Year is upon us.
>
> Leaving the first meeting until the second full week of January (i.e. the week of the 11th) will mean that several departments will have been engaging in redaction workflows for over a week without any guidance from this larger forum. HC and PHAC have started on their redaction work as a pilot, as has the DOJ. I have attached some of the questions that have already arisen. The further that departments get down the road, the more likely we will have some diverging practice. May I suggest convening the first meeting sometime next week?
>
> Best regards,
>
> James Stringham

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From: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Sent: December-29-20 12:02 PM
To: Stringham, James <James.Stringham@justice.gc.ca>
Cc: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Subject: RE: COVID Health Motion

Hi James,

Hope you had a great Christmas break.

It looks like this call with all the SME and QC reviewers won't happen until mid-January after the next submission to the Law Clerk (which I am told is around Jan 6, 2021 so the meeting will likely be planned for the week of Jan 11, 2021). That said, I would like to have Tamara Jeffrey and Jean Cintrat from PCO-L&HP, as well as David Neilson, Tatianna Coughlin and myself from PCO-ATIP invited to this first call along with the SMEs and QC reviewers from all government departments. I will forward you the invitation text and agenda in the new year when I get the chance to talk to Tamara, Jean and David at that time.

I hope you enjoy your time off if you are taking any and look forward to connecting in the new year!

Thanks

Steven Kasouf

Deputy Director, Access to Information and Privacy
Privy Council Office / Government of Canada
steven.kasouf@pco-bcp.gc.ca
C – [redacted]

s.16(2)

Directeur adjoint, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
steven.kasouf@pco-bcp.gc.ca
C – [redacted]

From: Stringham, James <James.Stringham@justice.gc.ca>
Sent: December 24, 2020 9:26 AM
To: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Subject: RE: COVID Health Motion

Hello Steven,

I am in the office today and have no appointments. Please let me know if and when a call would be convenient for you., and I will call you on your cell.

James Stringham

From: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Sent: December-23-20 7:23 PM
To: Stringham, James <James.Stringham@justice.gc.ca>
Cc: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Subject: COVID Health Motion

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Hi James,

I was given your email to contact you regarding setting up a meeting between all QC reviewers and SME reviewers for the GoC for the COVID Health Motion. I am the lead QC reviewer for PCO as was told you would want to be at the kickoff meeting to discuss the process. I imagine this initial meeting should happen next week since the next submission to the Law Clerk is supposed to be Jan 6, 2021 as I understand it.

I am happy to have a discussion via phone when you have some free time to discuss setting this up and what is to be expected from everyone. Please let me know when is a good time to have this discussion. I am supposed to be away from Dec 29-31 but looks like I will be available at least on the 29th and possibly all week depending on this meeting and the amount of docs we have to review here at PCO for the next submission. You can reach me at my cell at 613-218-7919.

Thanks and Merry Christmas!

Steven Kasouf

Deputy Director, Access to Information and Privacy
Privy Council Office / Government of Canada
Tel: 613-960-4085
Fax: 613-960-4201
steven.kasouf@pco-bcp.gc.ca

Directeur adjoint, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
Tél: 613-960-4085
Télécopieur: 613-960-4201
steven.kasouf@pco-bcp.gc.ca

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Simmering, William

From: Pozzolo, Irene <Irene.Pozzolo@justice.gc.ca>
Sent: Wednesday, December 30, 2020 12:04 PM
To: Stringham, James
Cc: JUS.L OTT EvMT Hesa Support OTT L.JUS
Subject: FW: Pilot of HPFB docs for Redaction Process
Attachments: Guidance COVID December 2020 - 21-12-20.pdf; HESA Motion - Highlight Guidelines.docx **Attachment is duplicate**

Here is Laurent's response as well. I just wanted to keep you in the loop. Since L-P is away, Virginie is catching up on the file, and there are no group team meetings, I thought it prudent to keep you informed.

Kind regards,
Irene Pozzolo

Paralegal | Parajuriste
National eDiscovery and Litigation Support Services │ Bureau national de la preuve électronique et de soutien aux litiges
900 – 840 Howe Street, Vancouver, BC V6Z 2S9 | 840, rue Howe, pièce 900, Vancouver (C.-B.) V6Z 2S9
National Litigation Sector | Secteur national du contentieux
Department of Justice Canada | Ministère de la Justice Canada
Government of Canada | Gouvernement du Canada
irene.pozzolo@justice.gc.ca
Tel: 604-666-2099 / Fax: 604-666-1284 | Tél.: 604-666-2099 / Téléc.: 604-666-1284

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Ce message contient des renseignements qui pourraient être confidentiels, soustraits à la communication, ou protégés par le privilège relatif au litige ou par le secret professionnel liant l'avocat ou le notaire à son client. S'il ne vous est pas destiné, vous êtes priés de ne pas le lire, l'utiliser, le conserver ou le diffuser. Veuillez sans tarder le supprimer et en détruire toute copie, et communiquer avec l'expéditeur au 604-666-2099 ou à irene.pozzolo@justice.gc.ca. Merci de votre collaboration.

From: Gémar, Laurent (HC/SC) <laurent.gemar@canada.ca>
Sent: Wednesday, December 30, 2020 8:50 AM
To: Perrault, Melissa (HC/SC) <melissa.perrault@canada.ca>
Cc: Carriere, Nadine (HC/SC) <nadine.carriere@canada.ca>; Pozzolo, Irene <Irene.Pozzolo@justice.gc.ca>; Gauthier, Jean-pierre (HC/SC) <jean-pierre.gauthier@canada.ca>; Laforce, Shannon (HC/SC) <shannon.laforce@canada.ca>; Ouimette, Etienne (HC/SC) <etienne.ouimette@canada.ca>
Subject: RE: Pilot of HPFB docs for Redaction Process

Good Morning Melissa,

First of all, I want to personally thank you for taking on the pilot and documenting the issues as well as a personal apology for not being able to set the system up yesterday.

Here is my suggestion regarding the two issues that you have raised:

1) Third Party Highlight Missing:

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s.23

[redacted]

For the purpose of the pilot I suggest we flag it as CBI while we wait for further guidance from PCO.

2) Irrelevant Highlight:

The process recommended by PCO is clear on this point (see draft guidance). The guidance requires identifying irrelevant sections and document if they could be injurious. I suspect the objective is to be as detailed as possible on why sections are excluded and also to minimize the scope of redacted areas (e.g., so experts reviewing them are not overwhelmed with unnecessary information). Given our commitment to transparency I suggest following the guidance provided for the Pilot.

Jean Pierre and myself are also attempting to translate PCO guidance into a short document for HP redactors that I hope to share with you shortly.

Happy to discuss if you think more information is needed before proceeding ahead with the Pilot.

Again, I can't say how much your help is appreciated, especially during the holidays time.

Laurent

From: Perrault, Melissa (HC/SC) <melissa.perrault@canada.ca>
Sent: 2020-12-30 11:15 AM
To: Gémar, Laurent (HC/SC) <laurent.gemar@canada.ca>; Laforce, Shannon (HC/SC) <shannon.laforce@canada.ca>; Ouimette, Etienne (HC/SC) <etienne.ouimette@canada.ca>
Cc: Carriere, Nadine (HC/SC) <nadine.carriere@canada.ca>; 'Pozzolo, Irene' <Irene.Pozzolo@justice.gc.ca>
Subject: Pilot of HPFB docs for Redaction Process
Importance: High

Hi all,

Before I can begin on the pilot for the redaction process, we will need instructions on a particular issue. Previous guidance from PCO included a highlight/redaction for third party info (s. 20 of the ATIA). We conducted our review of the documents based on this guidance and flagged documents containing third party info (but not meeting the stricter threshold for CBI) as highlights required. The highlights option for third party info has now been removed in the Ringtail based on updated instructions from PCO to DOJ.

s.23

[redacted]

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s.23

[redacted]

Another issue I wanted to raise is the addition of the "Irrelevant" highlight. This highlight just recently appeared. I am not sure what the purpose is or why it was added, but in my view, if irrelevant info is harmful, then it would fall under one of the other categories for redaction. If it is not harmful, then what is the issue with disclosing it? In litigation and under ATIP release, we typically do not redact info as irrelevant if there is no harm in releasing it.

Unfortunately, I will not be able to begin the redaction pilot of HPFB docs until these two issues are sorted out. I will await your instructions.

Thank you!

Melissa Perrault
Litigation Support Manager
Information Science and Openness Division
Resource Management and Operations Directorate / Health Products and Food Branch
Health Canada / Government of Canada
Tel: 343-542-6431
Melissa.Perrault@canada.ca

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Thank you for your work so far in responding to the October 26 motion ordering the production of documents related to the government's response to the COVID-19 Pandemic. The primary objective remains to be as responsive as possible to the motion, and to further the Standing Committee on Health's understanding of the government's response to the COVID-19 Pandemic.

To provide as many responsive documents to the Law Clerk as possible, our initial strategy has been to identify all documents that were Protected B or unclassified, and that did not contain information requiring highlighting for redactions. Documents that required highlighting were set aside for a second round of review.

We will continue to follow this strategy until all departments and agencies have reviewed all the documents in their collection. Once that threshold has been reached, departments can start reviewing the documents for the purpose of highlighting sensitive information.

Further to the guidance provided previously, all departments in possession of relevant documents must continue to do the following:

1. Identify all relevant documents
2. Do not alter the documents (keep them in their original form)
3. Do not convert the documents into another format (ie PDF)
4. Do not translate the documents

Departments are asked to continue to provide their records to the Department of Justice for uploading into NUIX Discover or Ringtail except for confidential business information (please follow guidance provided by the Department of Justice on November 10).

The following guidance on scoping, interpretations of terms and the identification of sensitive information continue to apply:

Scoping

- Provide final versions of documents only (exclude draft documents, exclude final drafts not submitted to their intended recipient(s))
- Provide e-mails sent or received by executives (director and above)
- Exclude minutes of meetings of the Cabinet and its committees. All other documents subject to Cabinet confidence will be highlighted, as per instructions below.
- Exclude documents that are in the public domain, including media reports/summaries
- Where Offices of Ministers are referenced in the motion, they will be responsible for collecting relevant records in their possession

Interpretation of terms

- "All documentation" is interpreted broadly to include QP notes, decks, placemats, etc.
- With respect to part (w), "approvals" is not interpreted to include regulatory submissions provided by manufacturers since this material would include CBI.

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- With respect to parts (w) and (x), "purchasing" is interpreted to include actions leading up to and including the act of purchasing the items in question, but not the downstream activities that follow the payment (e.g., distribution, allocation, shipment, and storage)
- "Records from" is interpreted to denote records in the possession of government institutions

Questions regarding scoping and interpretation should be directed to Tamara Jeffrey (Tamara.Jeffrey@pco-bcp.gc.ca)

When a department has completed the identification of all documents that were Protected B or unclassified and that did not contain sensitive information, they can start reviewing documents that are Protected B or unclassified containing sensitive information for the purpose of highlighting. Following the completion of that task and the issuance of further information regarding batching and timelines, departments may then start reviewing classified material within the Secret database.

The following guidance will be applicable to records in both the Protected B or unclassified and classified environments.

Highlighting Sensitive Information

eDiscovery document review platforms are being used to store all responsive documents, and to review and highlight sensitive information. In the Department of Justice, two databases have been created – one rated for Secret documents, another for Protected B and unclassified documents. The eDiscovery platform for the Secret database is Ringtail. The platform for the Protected B database is NUIX Discover. Note that NUIX Discover is simply a more modern version of Ringtail, rebranded to reflect new corporate ownership.

Subject matter experts (SMEs) from each Department have been given access to these databases, as required, to review and highlight sensitive information contained in their Department's records.

For the Justice-housed database of Protected B and unclassified documents, SMEs were issued credentials and a Cryptocard to access the database remotely. The Secret database in Justice is only accessible by visiting the Department of Justice offices.

The Department of Justice has provided training on NUIX Discover or Ringtail to SMEs if they are not familiar with the version of NUIX Discover or Ringtail that they are using. This training must be taken before access will be given to the databases housed by the Department of Justice. Training will be available on December 21 and 22; December 29 and 30; and during the week of January 4, 2021. Afterwards, a training video will be provided for new users.

In NUIX Discover and Ringtail, Departmentswill use their highlighting functions to identify the following information:

a. Cabinet Confidences;
b. National Security;
c. Advice;
d. Information subject to solicitor-client and litigation privilege;
e. Personal information
f. Information that could be injurious to federal-provincial relations or international relations;

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g. Irrelevant information; and
h. Third party trade secrets, confidential financial, commercial, scientific or technical information. For greater certainty, confidential business information should not be provided at this time to the Department of Justice for uploading into Ringtail.

Instructions on how to highlight sensitive information can be found in the enclosed HESA Motion – Highlight Review Guidelines.

Redacting Sensitive Information

Once the Department's records have been reviewed and sensitive information contained within highlighted, NUIX Discover or Ringtail, as the case may be, will convert the highlighted sensitive information into redactions in the following manner:

- **Cabinet confidences**: will be redacted before transmittal to the Law Clerk (blackened). Separate Cabinet documents will not be included.

- **Solicitor-client privilege**: will be redacted before transmittal to the Law Clerk (blackened).

- **Personal information**: since this is an order of the House, s. 8(2)(c) can be relied upon as the authority under the Privacy Act for providing the information to the Law Clerk. It will not be necessary to do the balancing under s. 8(2)(m) and notify the Privacy Commissioner of the disclosure. Personal information will be highlighted and flagged as personal information for vetting by the Law Clerk, who will determine whether to release the information.

- **Advice as defined in section 21 (1) of the ATIA and Information that could be injurious to FPT affairs or international affairs**: will be highlighted with an assessment as to whether the disclosure of the information would be injurious.

  If not injurious, then the highlighted information should be provided as is with highlighting to the Law Clerk. If it is determined that the disclosure of this information would be injurious, the information will be highlighted with a different colour that will then be redacted (blackened) with the category of redaction displayed (e.g., "Advice", "FTP affairs", etc.) prior to transmission to the Law Clerk.

- **National security information**: will be highlighted with an assessment as to whether the disclosure of the information would be injurious.

  If not injurious, then the highlighted information should be provided as is with highlighting to the Law Clerk. If it is determined that the disclosure of this information would be injurious, then the information will be highlighted with a different colour that will then be redacted (blackened) with the category of redaction displayed (e.g., "Advice", "FTP affairs", etc.) prior to transmission to the Law Clerk.

- **Confidential Business Information (CBI)**: Records containing CBI continue to be excluded, and are not being collected for uploading into the NUIX Discover or Ringtail databases. [redacted] s.23

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In the event that a document containing CBI is inadvertently uploaded to NUIX Discover or Ringtail, each department will flag it for containing CBI and it should not be considered further. The document will be segregated in the database, pending review and confirmation that it contains CBI by a designated team of SMEs. If a document in the Protected B database is confirmed to contain CBI, the document will be moved to a segregated area in the Secret database. Documents that are determined not to contain CBI will be put back into the workflow for highlighting and redaction of sensitive information.

- **Irrelevant information:** If a document that is otherwise responsive to the motion contains information that is irrelevant (non-responsive) to the motion, it will be highlighted with an assessment as to whether the disclosure of the information would be injurious.

  If not injurious, the highlighted information should be provided as is with highlighting to the Law Clerk. If that the disclosure of this information would be injurious, the information will be highlighted with a different colour that will then be redacted (blackened) prior to transmission to the Law Clerk with an explanation for the redaction.

An interdepartmental committee of experts will be established to assist departments in determining redactions where there is conflicting advice.

Timelines

On December 7 and December 15, 2020, batches of documents that are responsive to the motion and contained no sensitive information were transmitted to the Law Clerk's office. To maintain momentum, we anticipate providing a third set of records in the beginning of the New Year.

Departments are asked to complete as much work as possible to process documents in the Protected B or unclassified database that do not contain information requiring highlighting for redactions by December 24, 2020. Documents, which have been signed-off by senior management on this date, will undergo final processing by DoJ and could form part of a potential release during the week of January 4, 2021. Additional information relating to the timing of subsequent releases will be provided at a later date.

Translation

Information relating to document translation will be provided at a later date.

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Text of the motion (parts related to the production of documents):

(u) an order of the House do issue for all memoranda, emails, documents, notes or other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Safety and Emergency Preparedness, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning options, plans and preparations for the GPHIN since January 1, 2018;

(v) an order of the House do issue for a record of all communications between the government and the WHO in respect of options, plans or preparations for any future operation, or absence thereof, of the GPHIN, since January 1, 2018;

(w) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19, since March 19, 2020;

(x) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Prime Minister's Office, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada concerning plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields, since March 19, 2020;

(y) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the COVID-19 Vaccine Task Force and its subcommittees;

(z) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the Government of Canada's COVID-19 vaccine distribution and monitoring strategy, including, but not limited to anticipated timelines for the distribution of an approved COVID-19 vaccine across Canada and the prioritization of population groups for vaccination;

(aa) minutes of meetings of the cabinet and its committees be excluded from this order and all documents issued pursuant to this order (i) be organized by department and be provided to the Office of the Law Clerk and Parliamentary Counsel as soon as is practicable in light of the pandemic, but, in any event, not later than November 30, 2020, and, if this is not possible, the Clerk of the Privy Council may request an extension of no more than seven days, by writing a letter to the committee, (ii) be vetted for matters of personal privacy information and national security, and, with respect to paragraph (y) only, be additionally vetted for information the disclosure of which could reasonably be expected to interfere with contractual or other negotiations between the Government of Canada and a third party, by the Law Clerk and Parliamentary Counsel within seven days of the receipt of the documents, (iii) be laid upon the table by the Speaker, at the next earliest opportunity, once vetted, and permanently referred to the Standing Committee on Health; and

(bb) within seven days after all documents have been tabled pursuant to paragraph (aa), the Minister of Health, the Minister of Public Services and Procurement, the Minister of Public Safety and Emergency Preparedness, and the Minister of Innovation, Science and Industry be

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ordered to appear separately as witnesses before the Standing Committee on Health, for at least three hours each.

Pages 958 to / à 973

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Simmering, William

From: Jeffrey, Tamara
Sent: Monday, January 4, 2021 3:03 PM
To: Babad, Luke
Subject: RE: MOTION QC - Covid-19 Sec - 119 documents

Hi Luke,

I am now able to confirm that the documents continue to be in the approval process. I will advise once I receive confirmation that Dominique has approved all the records for release.

Thank you,

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted] s.16(2)
Tamara.Jeffrey@pco-bcp.gc.ca

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Monday, January 4, 2021 6:50 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: RE: MOTION QC - Covid-19 Sec - 119 documents

Hi Tamara,

Just getting back to my e-mail today. Did this get resolved or do you need me to follow up?

Hope you're doing well,
Luke

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: Tuesday, December 22, 2020 12:45 PM
To: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Subject: Re: MOTION QC - Covid-19 Sec - 119 documents

Hi Luke,

Just wanted to touch base to see if Dominique has re-approved your records? We would like to include them in the batch potentially being release in early January.

Thank you,

Tamara

Sent from my iPhone

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On Dec 14, 2020, at 9:09 AM, Babad, Luke <Luke.Babad@pco-bcp.gc.ca> wrote:

Thanks Tamara!

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: Monday, December 14, 2020 9:06 AM
To: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: Re: MOTION QC - Covid-19 Sec - 119 documents

Hi Luke,

Dominique will need to re-approuve the binders but will be able to do so under less of a time constraint. PCO shared their package for tomorrow's release with DOJ Yesterday afternoon. Your records will therefore be included in a subsequent batch.

Monique will send Dominique an email indicating that there is a binder for her approval shortly.

Thank you,

Tamara

Sent from my iPhone

> On Dec 14, 2020, at 6:53 AM, Babad, Luke <Luke.Babad@pco-bcp.gc.ca> wrote:
>
> Hi Tamara,
>
> Just following up on your two e-mails:
>
> - In the batch I reviewed on Friday, there were indeed a number that, in my opinion, should not have been included in the first place as they can't be linked to motion topics or were so transitory in nature that they didn't make sense to release.
> - Should Dominique be re-approving these for the change in coding?
>
> Luke
>
> ---
>
> **From:** Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
> **Sent:** Sunday, December 13, 2020 2:11 PM
> **To:** Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
> **Cc:** Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
> **Subject:** Fwd: MOTION QC - Covid-19 Sec - 119 documents
>
> Hi Luke,
>
> The QC process for your records is complete, do you know if Dominique has been able to sign off?

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Thank you,

Tamara

Sent from my iPhone

Begin forwarded message:

> **From:** "Brochet, Vanessa" <Vanessa.Brochet@pco-bcp.gc.ca>
> **Date:** December 13, 2020 at 1:48:57 PM EST
> **To:** "Jeffrey, Tamara" <Tamara.Jeffrey@pco-bcp.gc.ca>
> **Cc:** "Mulkins, Marta" <Marta.Mulkins@pco-bcp.gc.ca>
> **Subject: Fwd: MOTION QC - Covid-19 Sec - 119 documents**
>
> Looking to confirm if Dominique will approve all these today give the many changes made. Of the 119 documents she approved only 36 or so remain Unchanged and the rest was recoded by SME and QC as irrelevant or No highlights required. We need her approval to process the collection further in light of these changes.
>
> Vanessa Brochet
> 613-697-3586
>
> Begin forwarded message:
>
> > **From:** "Coughlin, Tatianna" <Tatianna.Coughlin@pco-bcp.gc.ca>
> > **Date:** December 13, 2020 at 1:44:22 PM EST
> > **To:** "Moreau-Tremblay, Christine (CCLU.GJCC)" <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
> > **Cc:** "Kasouf, Steven" <Steven.Kasouf@pco-bcp.gc.ca>, "Brochet, Vanessa" <Vanessa.Brochet@pco-bcp.gc.ca>, "Oliveira, Monique" <Monique.Oliveira@pco-bcp.gc.ca>, "Neilson, David" <David.Neilson@pco-bcp.gc.ca>
> > **Subject: Re: MOTION QC - Covid-19 Sec - 119 documents**
> >
> > Hi Christine,
> >
> > As discussed, the FDP (16 docs) and the Covid Group (119 docs) binders have been reviewed.
> >
> > There were some minor changes done to the Covid binder.
> >
> > As noted in the comment section there were a few documents in the FDP binder that needed to be reviewed by SDP and ERDP.

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If you have any questions, please feel free to give me a call.

Thank you,

Tatianna Coughlin
Privy Council Office / Bureau du Conseil privé
Government of Canada / Gouvernement du Canada
Tatianna.Coughlin@pco-bcp.gc.ca
C: [redacted]

s.16(2)

> On Dec 13, 2020, at 10:36 AM, Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca> wrote:
>
> Good morning Tatianna,
>
> As discussed, I gave you access to the 119 documents from the Covid-19 Secretariat that was reviewed for the Motion paragraphs and given the significant changes from the reviewer, we are asking that you review this collection again.
>
> I will let you know as soon as the reviewer for FDP has finished reviewing their collection.
>
> Thank you,
> Christine
>
> Christine Moreau-Tremblay
> Paralegal and Operations Coordinator / Parajuriste et coordonnatrice des opérations
> Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister /
> Bureau de la conseillère juridque auprès du greffier du Conseil privé et sous-ministre adjointe
> Privy Council Office Legal Services Sector / Secteur des services juridiques du Bureau du Conseil privé
> Tel / Tél : 613-957-5282
> christine.moreau-tremblay@pco-bcp.gc.ca

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Simmering, William

From: Babad, Luke
Sent: Tuesday, January 5, 2021 2:21 PM
To: Laghi, Brian; Blanchard, Dominique
Subject: RE: parliamentary committee request

s.21(1)(b)

Hi Brian,

- [redacted]
- [redacted]
- [redacted]

Hope that helps, and happy to discuss further,

Luke

Luke Babad
Senior Advisor|Conseiller principale
COVID-19 Secretariat|Secrétariat COVID-19
Privy Council Office|Bureau du Conseil privé
Government of Canada | Gouvernement du Canada
[redacted]

s.16(2)

From: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>
Sent: Tuesday, January 5, 2021 2:03 PM
To: Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>
Cc: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Subject: RE: parliamentary committee request

s.21(1)(b)

Thanks very much. Luke, [redacted]

From: Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>
Sent: Tuesday, January 5, 2021 1:58 PM
To: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>
Cc: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Subject: RE: parliamentary committee request

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Hi Brian – thanks for checking in. [redacted]

s.21(1)(b)

Luke, who is our team's expert, can give you more detail.

From: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>
Sent: January 5, 2021 1:48 PM
To: Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>
Subject: parliamentary committee request

Dear Dominique;
It's Brian Laghi here touching base. I work for Isabelle in the new COVID response comms unit. (I think we spoke once on a PM note)
Sorry to trouble, but I have been designated one of the subject matter experts with respect to the parliamentary committee request and have a quick question for you. [redacted]

Grateful for any suggestions you might have.
Brian

Brian Laghi
Director General | Directeur général
COVID-19 Communications Planning | Communications en réponse à la COVID-19 (Planifications)
PCO Response Communications Unit | L'unité des communications d'intervention spéciale du BCP
Privy Council Office | Bureau du Conseil Privé
[redacted]

s.16(2)

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Simmering, William

From: MacKillop, Ken
Sent: Wednesday, January 6, 2021 7:39 PM
To: Butara, Frank; Rivet, Raymond; Laghi, Brian
Cc: Tessier, Jean
Subject: RE: Motion Document Review

Frank, Brian,

Thanks very much for your effort in this task. I completely understand that this has taken considerable time and effort during what was normally the holiday period.

It is appreciated.

Ken

From: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Sent: January 6, 2021 6:25 PM
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Cc: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>
Subject: Motion Document Review

Hi Ray,

We'll be done reviewing the motion documents tomorrow morning. Brian has one more assignment to tackle. What are next steps?

Let us know and thanks.

Frank

Frank Butara
Director, Strategic Communications (Socio-Economic) / Directeur, communications stratégiques (Socio-économique)
Communications and Consultations / Communications et Consultations
Privy Council Office / Bureau du Conseil privé
Mobile: [redacted] s.16(2)

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Simmering, William

From: Babad, Luke
Sent: Wednesday, January 6, 2021 12:44 PM
To: Jeffrey, Tamara
Cc: Lefebvre, Alexandre; Shi, Anke
Subject: Fwd: Highlight Review Guidelines / Lignes directrices pour le marquage en surbrillance
Attachments: HESA Motion - Highlight Guidelines.FR_2021.docx; ATT00001.htm; HESA Motion - Highlight Guidelines - 18 Dec 2020 sent to PCO.docx; ATT00002.htm; How to connect to HESA Covid Motion Team Bilingual.docx; ATT00003.htm

Attachment is duplicate

Hi Tamara,

Quick clarification - does this mean we have new assignments and should proceed to the step where we flag specific text for redaction?

Best,
Luke

Sent from my iPhone

Begin forwarded message:

> **From:** Covid-Motion <Covid-Motion@justice.gc.ca>
> **Date:** January 6, 2021 at 12:35:42 PM EST
> **To:** Covid-Motion <Covid-Motion@justice.gc.ca>
> **Subject: Highlight Review Guidelines / Lignes directrices pour le marquage en surbrillance**
>
> Dear colleagues,
>
> Attached are Highlight Review Guidelines to assist your teams in their ongoing review of HESA Motion documents. You have already received these Guidelines in English in an email from PCO/Jean Cintrat on December 21st. We take this opportunity to provide the Guidelines in French as well. We encourage you and your teams to review them as they provide further guidance in how to apply highlights, or perform the quality control functions in reviewing highlights applied by your team.
>
> You will also be receiving an invitation from Brendan Carroll or Ryan Arteaga, both from Justice Canada, to join the HESA Motion MS Teams channel. This is the forum Justice will host to provide statistics, training material, guidance documents, and anything else that will be of assistance. If your team has documents you wish to add, please email the covid-motion@justice.gc.ca inbox with the subject line "Document for MS Teams." Please follow the instructions in the attached document to join the Justice HESA Motion MS Teams channel.
>
> Many thanks for everyone's continued hard work on this ongoing review project.
>
> Chers (Chères) collègues,

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Vous trouverez ci-joint des lignes directrices pour le marquage en surbrillance, qui aiderons vos équipes dans leur examen continu des documents de la Motion HESA. Vous devriez déjà avez reçu les lignes directrices an anglais dans un courriel envoyer de la part du BCP/Jean Cintrat en date du 21 décembre. Nous prenons cette opportunité pour vous transmettre les lignes directrices en français. Nous vous encourageons, vous et vos équipes, à les passer en revue car ils fournissent des conseils supplémentaires sur la façon d'appliquer les surbrillances, ou d'exécuter les fonctions du contrôle de la qualité lors de l'examen de surbrillances appliqués par votre équipe.

Vous recevrez également une invitation de Brendan Carroll ou Ryan Arteaga, tous deux de Justice Canada, à vous joindre à la chaîne HESA Motion sur la plateforme MS Teams. Il s'agit du forum que Justice utilisera pour fournir des statistiques, du matériel de formation, des documents d'orientation et tout ce qui pourra vous être utile. Si votre équipe a des documents que vous souhaitez ajouter, veuillez envoyer un courriel à la boîte de réception covid-motion@justice.gc.ca avec la ligne d'objet «Document pour MS Teams». Veuillez suivre les instructions du document ci-joint pour rejoindre la chaîne MS Teams HESA Motion.

Merci beaucoup pour le travail acharné de tous sur ce projet d'examen des documents.

James Stringham, on behalf of the Justice Covid-Motion support team
James Stringham, de la part de l'équipe de soutien de Justice pour la Covid-Motion.

James Stringham
Directeur et Avocat général | Director and General Counsel

Preuve électronique et soutien aux litiges | eDiscovery and Litigation Support
Secteur national du contentieux | National Litigation Sector
Ministère de la Justice Canada | Department of Justice Canada
360 Albert Street, Tower 1, 14th floor
Ottawa (Ontario) K1A 0H8
BlackBerry: **(613) 277-0559**

james.stringham@justice.gc.ca

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Pages 983 to / à 998

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Pages 999 to / à 1015

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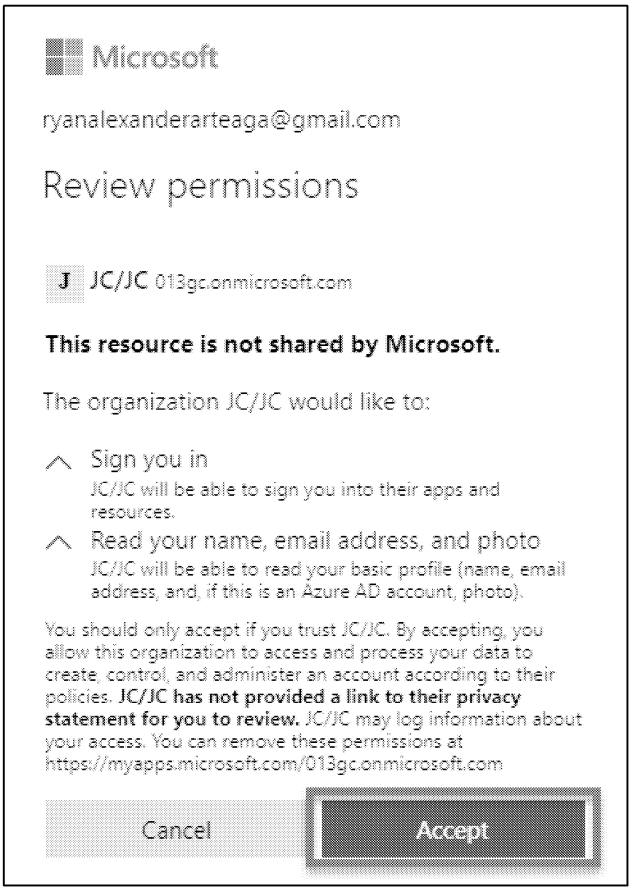
How to connect to HESA Covid Motion Team

1) When you receive an email indicating that you have been added to the HESA Covid Motion Team, click "Open Microsoft Teams."

2) The system will ask you if you want to join the JC (Justice Canada) network. Click "Accept".



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3) A new tab will open in your browser giving you various options on how to open MS Teams. If you already have the Desktop App (highly recommended to install) installed, click “Open Microsoft Teams” or “Launch it now.” If you prefer to use the Web App instead, click “Use the web app instead.”

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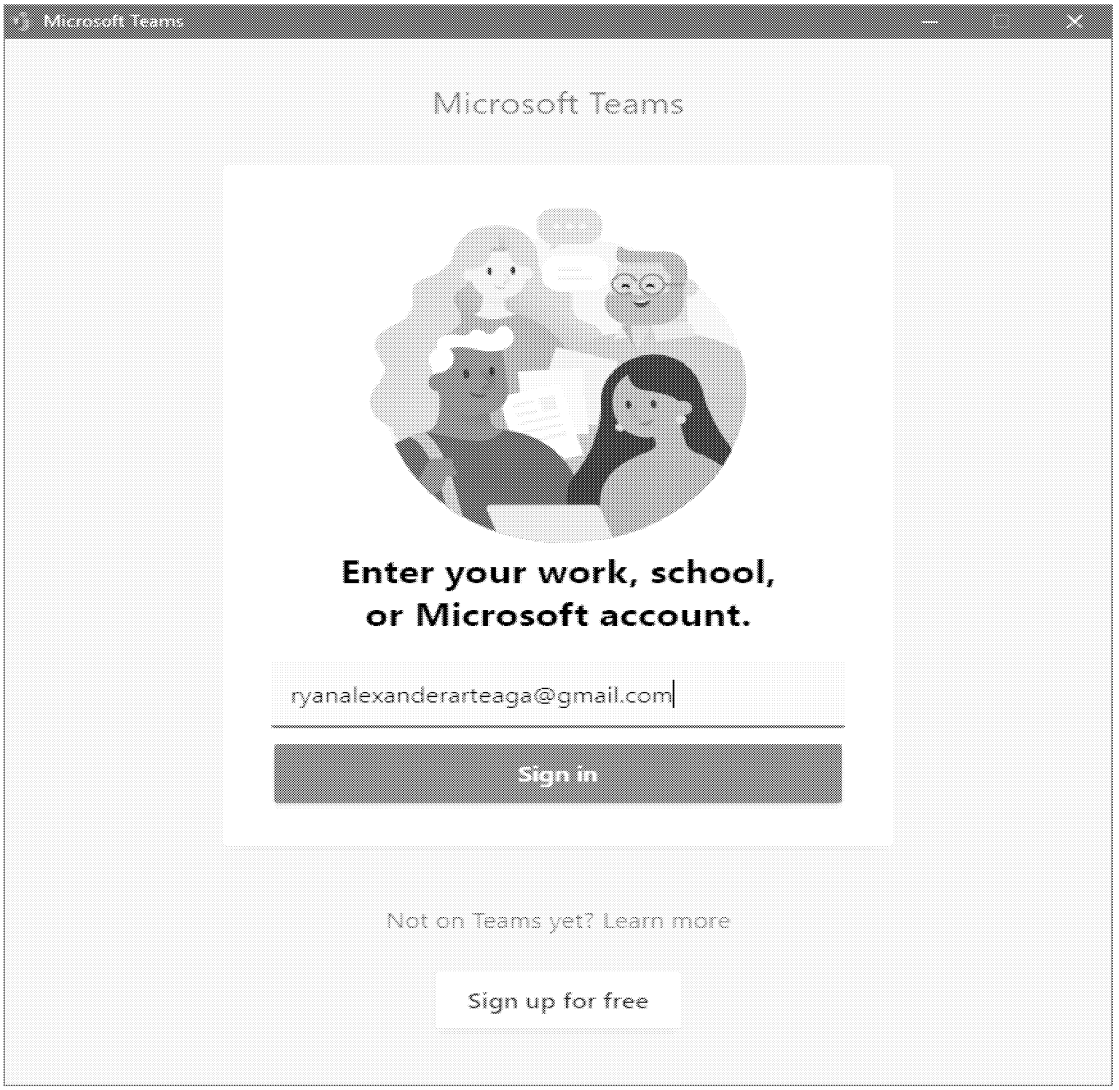
4) Enter your Government of Canada e-mail and click “Sign in.”



5) Enter your password and click “Sign in.” Please use the **same** password that you currently use for signing into MS Teams. For example, if you currently work for Health Canada, use the same password you currently use to log into MS Teams at Health Canada. If you do not use MS Teams at work, you will need to create a Microsoft account to access MS Teams using your Government of Canada e-mail.

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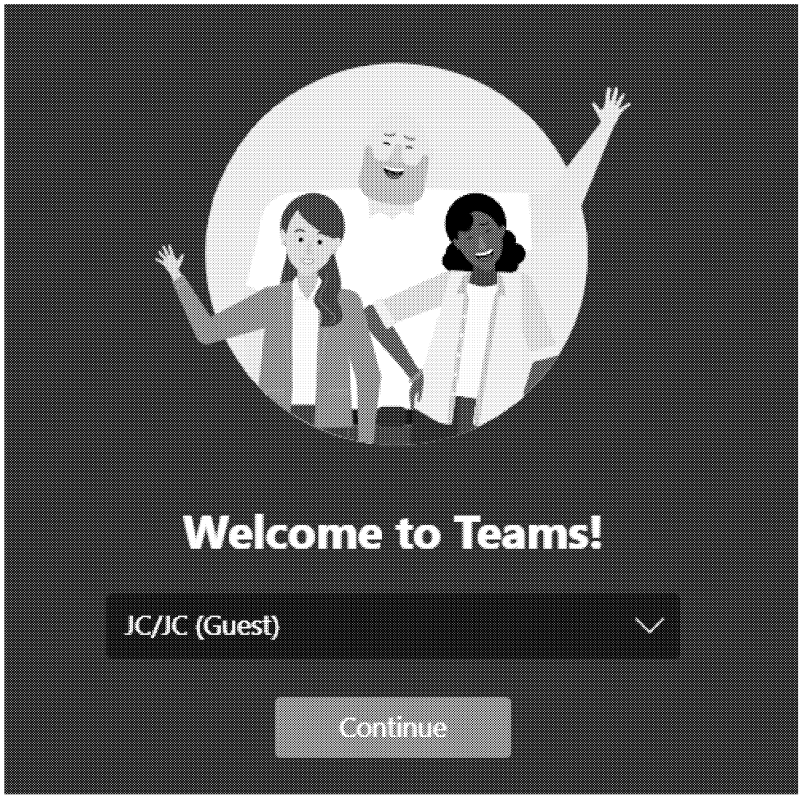
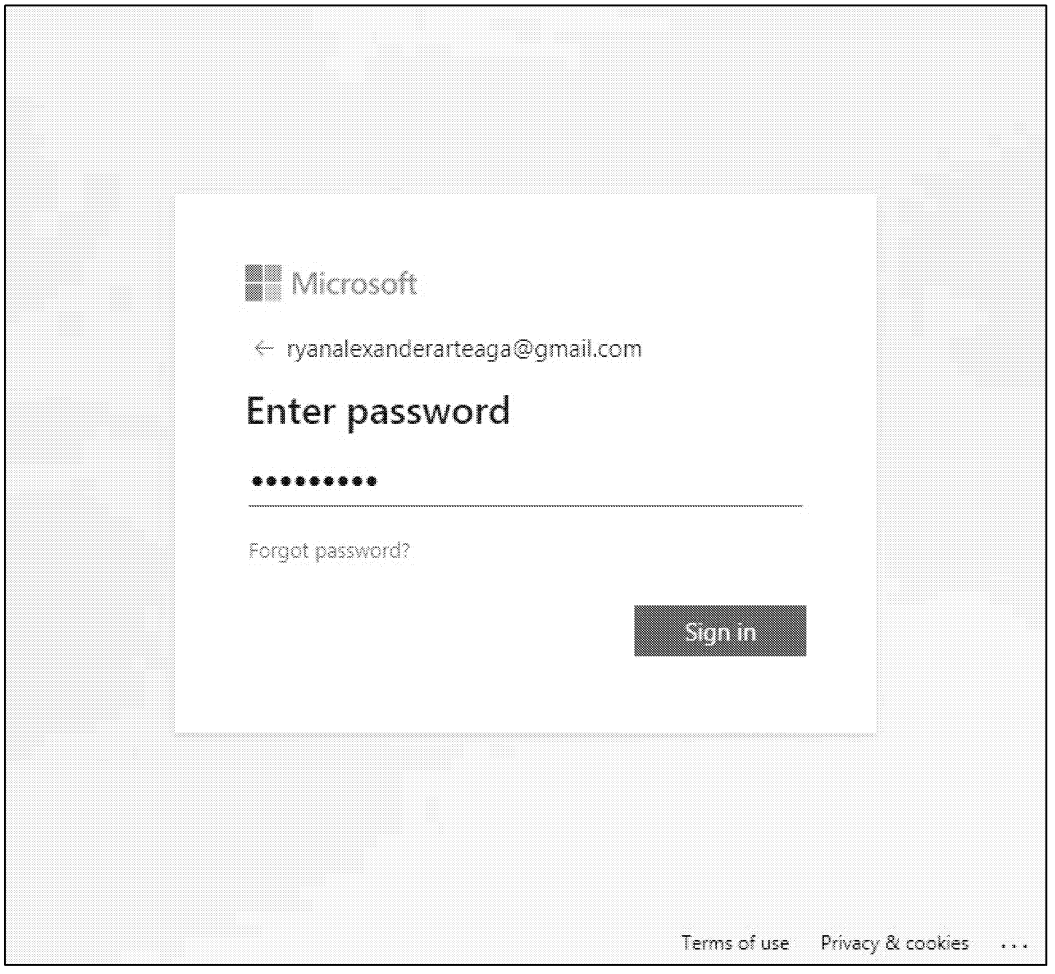
6) Click “Continue.”



7) Enter your password again and click “Sign in.”



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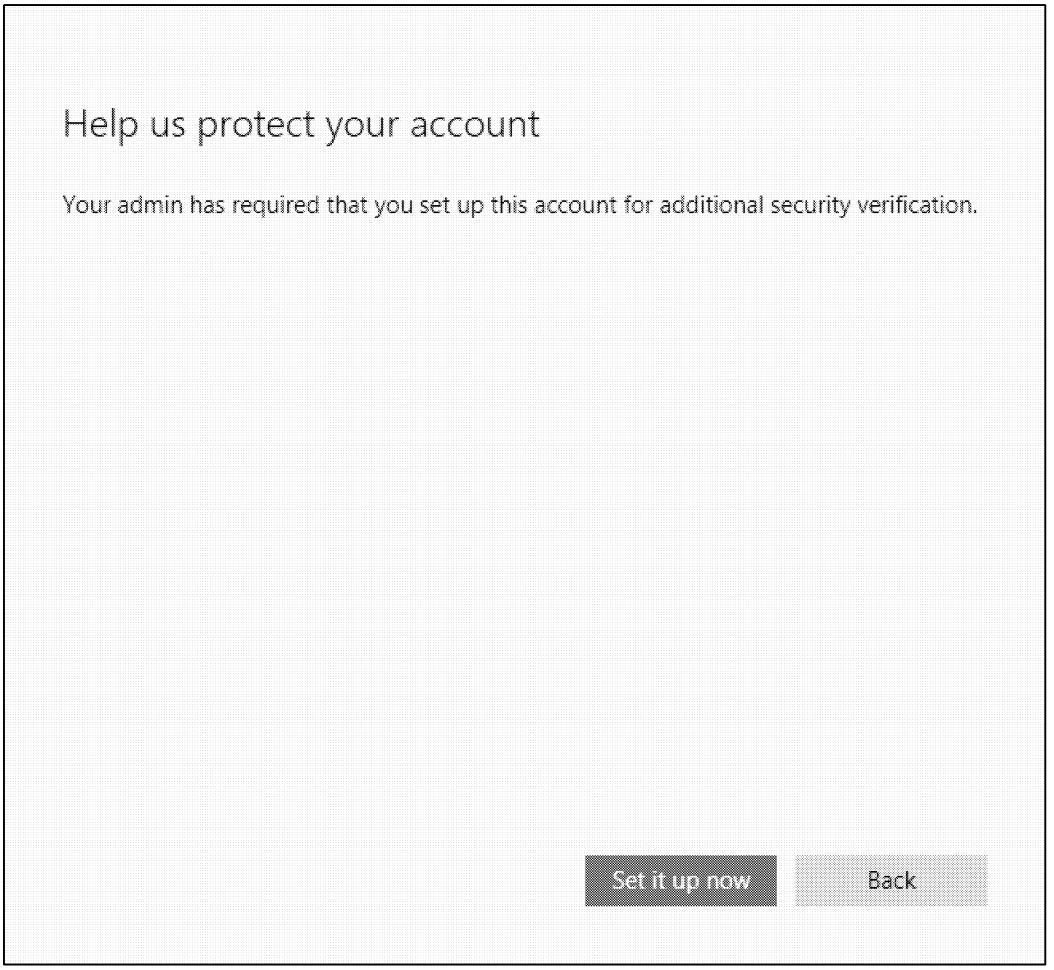
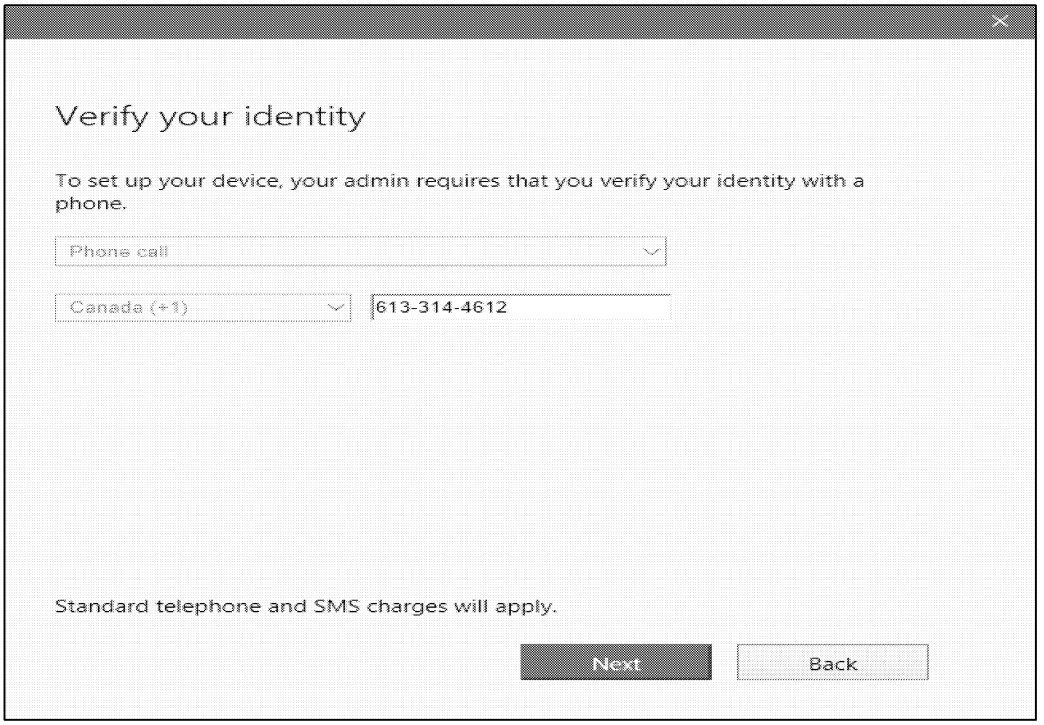
8) You will need to create an additional security verification. Click "Set it up now."



9) Choose the method you desire (in this case, a phone call to your phone), enter your phone number including your country and click "Next." You will then receive an automated phone call from Microsoft. Answer it and hit the pound (#) button to confirm your identity.



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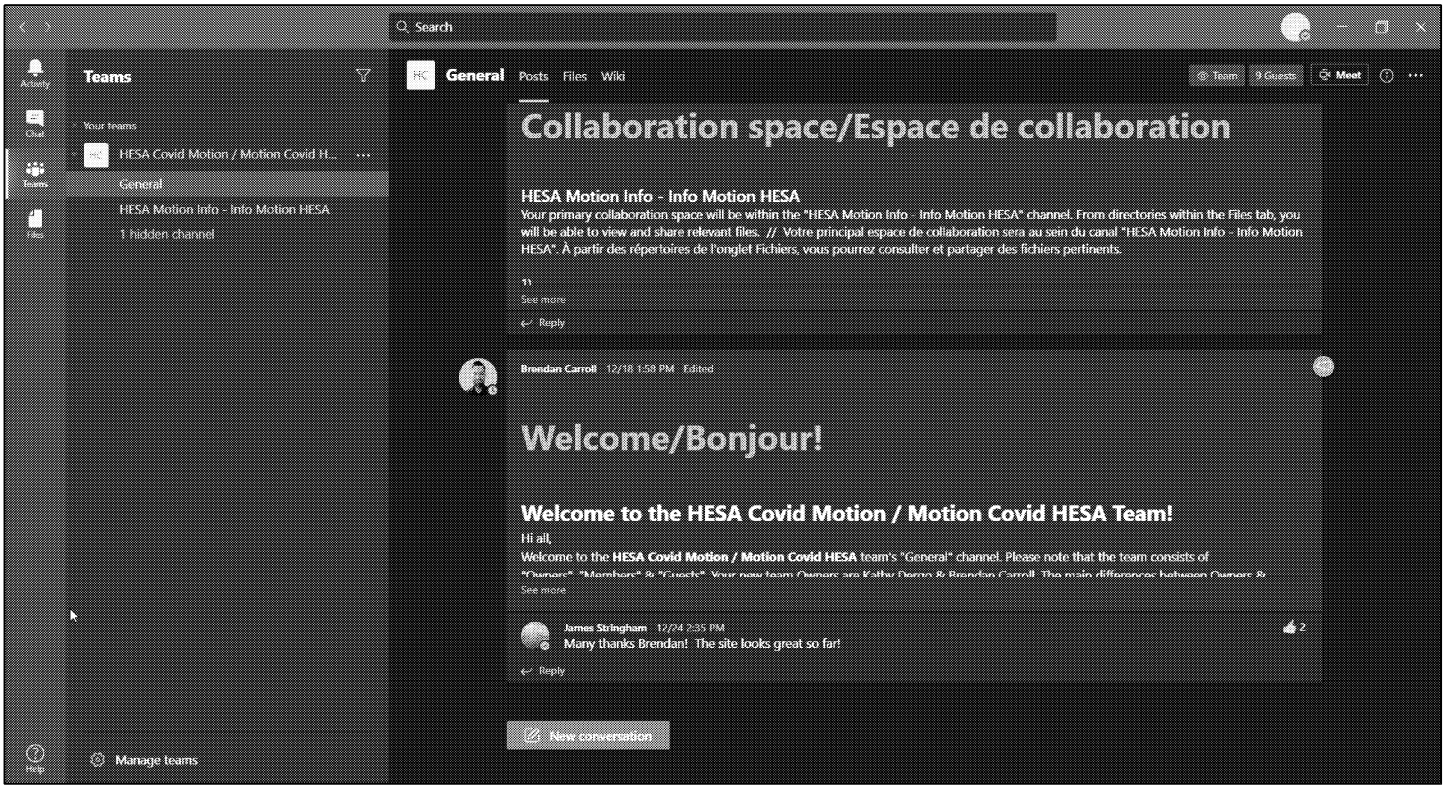
10) You will then be added to the HESA Covid Motion Team in MS Teams.



** If you are encountering any issues with logging into the HESA Covid Motion Team – please e-mail Ryan.Arteaga@justice.gc.ca or Brendan.Carroll@justice.gc.ca and we will try to assist you the best we can **

Pages 1022 to / à 1027

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Simmering, William

From: Welbourne, Maia
Sent: Friday, January 8, 2021 10:08 AM
To: Halucha, Paul; Henry, Barbara; Robinson, Jodi; Setlakwe, Lisa; Schwendt, Steven; Shannon, Tara; Bouchard, Chantal; Blanchard, Dominique; Wong-Fortin, Bonny; Baird, Louise; Lynch, Matthew; Brochet, Vanessa; Roussy, Daniel; van Dieen, Jodie; Merissa, Rahel; Bisson, Melissa; Butara, Frank; Rivet, Raymond; Tessier, Jean; Chretien, Kimberley; Muir, Alexandra; Malone, Lorna; Champoux, Elizabeth; Adler, Jeremy; Harty, Siobhan; Brunelle-Côté, Antoine; MacKillop, Ken; Perreault, Claudie; Bowles, Louise; Fung, Jennifer; Fee, Stuart; Neilson, David; Kasouf, Steven; McCowan, Ian; McAdam, Ryan
Cc: Jeffrey, Tamara; Cintrat, Jean; Mulkins, Marta
Subject: Production of Papers - week of January 18

Happy New Year, colleagues.

Thank you for your work so far in responding to the October 26 motion ordering the production of documents related to the government's response to the COVID-19 Pandemic. As committed to by the Clerk, our primary objective is to be as responsive as possible to the motion and continue to make best efforts to provide as many records as possible in a timely manner.

As you may be aware, on December 7 and December 15, 2020 batches of documents that are responsive to the motion and contained no sensitive information were transmitted to the Law Clerk's office. Another small batch is planned for transmittal today. To maintain momentum, we anticipate providing a fourth set of records during the week of January 18, 2021.

To do so, by January 15, 2021, groups within PCO are asked to complete the work to process documents in the Protected B or unclassified database that do not contain information requiring highlighting for redactions. Please let us know if you are not in a position to meet this deadline. The following timelines may assist you in completing this task:

> By end of day on January 11, if not already done, complete the collection and preservation of Protected B and below records for upload to Ringtail.
>
> By end of day on January 13, Subject-matter experts (SMEs) to complete the initial "binary" review.
>
> By end of day on January 14, complete the quality control (QC) process. Documents are then packaged in e-binders for Assistant Secretary approval.
>
> By end of day on January 15, Assistant Secretary to complete approvals in the Ringtail environment. Please note that Ringtail is only accessible from PCO offices.
>
> On January 18, Legal Ops consolidates PCO documents and transfers to DoJ Ringtail system.
>
> On January 19, 2021, DoJ consolidates all departmental records and delivers to PCO.

Also, for groups that have not completed the collection and preservation of their secret documents and emails, please do so by end of day on January 18, 2021.

Additional information relating to the process of identifying sensitive information will be provided as soon as possible.

If you have any questions, please feel free to contact one of the people on the cc line or me.

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Best,

Maia

Maia Welbourne
Assistant Secretary to Cabinet, Parliamentary Affairs
Secrétaire adjointe du Cabinet, Affaires parlementaires
C: [redacted]

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Simmering, William

From: Nair, Sreejit (Jit)
Sent: Friday, January 8, 2021 3:22 PM
To: Neilson, David
Cc: Lefebvre, Etienne; Lefebvre, Robert; MacDonald, Ken
Subject: RE: Health Motion for the Production of Documents

Yes happy to discuss. I've cc'd a few folks to include in the chat.

Jit Nair
CIO-DPI
PCO-BCP

From: Neilson, David <David.Neilson@pco-bcp.gc.ca>
Sent: Friday, January 8, 2021 3:19 PM
To: Nair, Sreejit (Jit) <Sreejit.Nair@pco-bcp.gc.ca>
Subject: Health Motion for the Production of Documents
Importance: High

Hi Jit,

We have to review some information electronically that would require anywhere from 10 to 20 tablets/laptops with ringtail installed on each one. The review is likely to start next week, if scheduling can be worked out. Do you have a few minutes to discuss?

Thanks,

David

David Neilson

Executive Director / Access to Information and Privacy & Information Management
Privy Council Office / Government of Canada
David.Neilson@pco-bcp.gc.ca / Tel. 613-957-5228 / Fax 613-960-4201

Directeur exécutif / Accès à l'information et protection des renseignements personnels et Gestion de l'information
Bureau du Conseil privé / Gouvernement du Canada
David.Neilson@pco-bcp.gc.ca / Tél. 613-957-5228 / Télécopieur 613-960-4201

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Simmering, William

From: Kasouf, Steven
Sent: Friday, January 8, 2021 2:15 PM
To: Brochet, Vanessa; Neilson, David; Mulkins, Marta
Cc: Moreau-Tremblay, Christine (CCLU.GJCC); Oliveira, Monique
Subject: RE: HESA motion Community of reviewers (SME,QC) working group

HI Vanessa,

Will be sure to include you on the invites. Should I be including Monique and Christine as well or will you delegate as you see fit?

Thanks

Steven Kasouf

Deputy Director, Access to Information and Privacy
Privy Council Office / Government of Canada
steven.kasouf@pco-bcp.gc.ca
C – [redacted]

Directeur adjoint, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
steven.kasouf@pco-bcp.gc.ca
C – [redacted]

s.16(2)

From: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Sent: January 8, 2021 2:00 PM
To: Neilson, David <David.Neilson@pco-bcp.gc.ca>; Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Cc: Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>; Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>
Subject: HESA motion Community of reviewers (SME,QC) working group

Hello,
I understand that you are setting an interdepartmental working group to meet on redaction issues . I would appreciate receiving invites so that someone in PCO Legal can attend it will be useful to hear concerns and understand them. merci

Vanessa Brochet
Director and General Counsel - Directrice and avocate générale
Privy Council Office Legal Services Sector | Secteur des services juridiques du Bureau du Conseil privé
Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister | Bureau de la conseillère juridique auprès du greffier du Conseil privé et sous-ministre adjointe
(613) 697-3586 Vanessa.Brochet@pco-bcp.gc.ca

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Simmering, William

From: Jeffrey, Tamara
Sent: Friday, January 8, 2021 10:33 AM
To: Rivet, Raymond; Moreau-Tremblay, Christine (CCLU.GJCC)
Subject: RE: Review of records
Attachments: Guidance COVID motion - PCO - 21-12-20.docx; Directives - motion COVID - PCO 21-12-20 FR.docx; HESA Motion - Highlight Guidelines.docx; Guidance on CBI Identification and Notification - December 21 2020 - CBTL (004).docx; Orientation relatif à lidentification et lexclusion des RCC- le 21 décembre (004).docx

Attachments are duplicates

Bonjour Raymond,

Wonderful news that both Comms and Covid Comms have completed the initial binary review.

At this juncture, no additional work is required by your group until the QC process is complete. Once the QC is complete, the records will need AS/ADM approval.

Finally, the guidance provided on December 21 by Jean (enclosed) will apply to both records in the protected B environment that require redaction and records in the secret environment. Additional details on timing for that work to start will be shared shortly.

Thank you,

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

s.16(2)

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Friday, January 8, 2021 7:59 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
Subject: Review of records

Good morning. This is to advise you that the first review of Comms and COVID Comms documents is complete.
As I understand it, the records will now be reviewed by our ATIP Division.
Could you please advise if anything more is required from Comms at this stage.
As well, do you have instructions on the review of the Secret documents?
Thanks in advance.

RR
613-513-5073

Pages 1033 to / à 1039

are not relevant

sont non pertinentes

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Thank you for your work so far in responding to the October 26 motion ordering the production of documents related to the government's response to the COVID-19 Pandemic. The primary objective remains to be as responsive as possible to the motion, and to further the Standing Committee on Health's understanding of the government's response to the COVID-19 Pandemic.

To provide as many responsive documents to the Law Clerk as possible, our initial strategy has been to identify all documents that were Protected B or unclassified, and that did not contain information requiring highlighting for redactions. Documents that required highlighting were set aside for a second round of review.

We will continue to follow this strategy until all departments and agencies have reviewed all the documents in their collection. Once that threshold has been reached, departments can start reviewing the documents for the purpose of highlighting sensitive information.

Further to the guidance provided previously, all departments in possession of relevant documents must continue to do the following:

1. Identify all relevant documents
2. Do not alter the documents (keep them in their original form)
3. Do not convert the documents into another format (ie PDF)
4. Do not translate the documents

Departments are asked to continue to provide their records to the Department of Justice for uploading into NUIX Discover or Ringtail except for confidential business information (please follow guidance provided by the Department of Justice on November 10).

The following guidance on scoping, interpretations of terms and the identification of sensitive information continue to apply:

Scoping

- Provide final versions of documents only (exclude draft documents, exclude final drafts not submitted to their intended recipient(s))
- Provide e-mails sent or received by executives (director and above)
- Exclude minutes of meetings of the Cabinet and its committees. All other documents subject to Cabinet confidence will be highlighted, as per instructions below.
- Exclude documents that are in the public domain, including media reports/summaries
- Where Offices of Ministers are referenced in the motion, they will be responsible for collecting relevant records in their possession

Interpretation of terms

- "All documentation" is interpreted broadly to include QP notes, decks, placemats, etc.
- With respect to part (w), "approvals" is not interpreted to include regulatory submissions provided by manufacturers since this material would include CBI.

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- With respect to parts (w) and (x), "purchasing" is interpreted to include actions leading up to and including the act of purchasing the items in question, but not the downstream activities that follow the payment (e.g., distribution, allocation, shipment, and storage)
- "Records from" is interpreted to denote records in the possession of government institutions

Questions regarding scoping and interpretation should be directed to Tamara Jeffrey (Tamara.Jeffrey@pco-bcp.gc.ca)

When a department has completed the identification of all documents that were Protected B or unclassified and that did not contain sensitive information, they can start reviewing documents that are Protected B or unclassified containing sensitive information for the purpose of highlighting. Following the completion of that task and the issuance of further information regarding batching and timelines, departments may then start reviewing classified material within the Secret database.

The following guidance will be applicable to records in both the Protected B or unclassified and classified environments.

Highlighting Sensitive Information

eDiscovery document review platforms are being used to store all responsive documents, and to review and highlight sensitive information. In the Department of Justice, two databases have been created – one rated for Secret documents, another for Protected B and unclassified documents. PCO has its own Ringtail database for reviewing PCO's Secret, Protected B and unclassified documents. Reviewed documents are transferred periodically to Justice to incorporate into the appropriate Justice-housed database.

Subject matter experts (SMEs) from each Department have been given access to these databases, as required, to review and highlight sensitive information contained in their Department's records.

For the Justice-housed database of Protected B and unclassified documents, SMEs were issued credentials and a Cryptocard to access the database remotely. The Secret database in Justice is only accessible by visiting the Department of Justice offices. Similarly, the PCO Ringtail database is only accessible from PCO offices.

The Department of Justice has provided training on NUIX Discover or Ringtail to SMEs if they are not familiar with the version of NUIX Discover or Ringtail that they are using. This training must be taken before access will be given to the databases housed by the Department of Justice. Training will be available on December 21 and 22; December 29 and 30; and during the week of January 4, 2021. Afterwards, a training video will be provided for new users.

In NUIX Discover and Ringtail, Departmentswill use their highlighting functions to identify the following information:

a. Cabinet Confidences;
b. National Security;
c. Advice;
d. Information subject to solicitor-client and litigation privilege;
e. Personal information

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f. Information that could be injurious to federal-provincial relations or international relations;
g. Irrelevant information; and
h. Third party trade secrets, confidential financial, commercial, scientific or technical information. For greater certainty, confidential business information should not be provided at this time to the Department of Justice for uploading into Ringtail.

Instructions on how to highlight sensitive information can be found in the enclosed HESA Motion – Highlight Review Guidelines.

Redacting Sensitive Information

Once the Department's records have been reviewed and sensitive information contained within highlighted, NUIX Discover or Ringtail, as the case may be, will convert the highlighted sensitive information into redactions in the following manner:

- **Cabinet confidences**: will be redacted before transmittal to the Law Clerk (blackened). Separate Cabinet documents will not be included.

- **Solicitor-client privilege**: will be redacted before transmittal to the Law Clerk (blackened).

- **Personal information**: since this is an order of the House, s. 8(2)(c) can be relied upon as the authority under the Privacy Act for providing the information to the Law Clerk. It will not be necessary to do the balancing under s. 8(2)(m) and notify the Privacy Commissioner of the disclosure. Personal information will be highlighted and flagged as personal information for vetting by the Law Clerk, who will determine whether to release the information.

- **Advice as defined in section 21 (1) of the ATIA and Information that could be injurious to FPT affairs or international affairs**: will be highlighted with an assessment as to whether the disclosure of the information would be injurious.

  If not injurious, then the highlighted information should be provided as is with highlighting to the Law Clerk. If it is determined that the disclosure of this information would be injurious, the information will be highlighted with a different colour that will then be redacted (blackened) with the category of redaction displayed (e.g., "Advice", "FTP affairs", etc.) prior to transmission to the Law Clerk.

- **National security information**: will be highlighted with an assessment as to whether the disclosure of the information would be injurious.

  If not injurious, then the highlighted information should be provided as is with highlighting to the Law Clerk. If it is determined that the disclosure of this information would be injurious, then the information will be highlighted with a different colour that will then be redacted (blackened) with the category of redaction displayed (e.g., "Advice", "FTP affairs", etc.) prior to transmission to the Law Clerk.

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- **Confidential Business Information (CBI)**: Records containing CBI continue to be excluded, and are not being collected for uploading into the NUIX Discover or Ringtail databases. Guidance to assist departments in identifying CBI is provided in the attached document.

  In the event that a document containing CBI is inadvertently uploaded to NUIX Discover or Ringtail, each department will flag it for containing CBI and it should not be considered further. The document will be segregated in the database, pending review and confirmation that it contains CBI by a designated team of SMEs. If a document in the Protected B database is confirmed to contain CBI, the document will be moved to a segregated area in the Secret database. Documents that are determined not to contain CBI will be put back into the workflow for highlighting and redaction of sensitive information.

- **Irrelevant information:** If a document that is otherwise responsive to the motion contains information that is irrelevant (non-responsive) to the motion, it will be highlighted with an assessment as to whether the disclosure of the information would be injurious.

  If not injurious, the highlighted information should be provided as is with highlighting to the Law Clerk. If that the disclosure of this information would be injurious, the information will be highlighted with a different colour that will then be redacted (blackened) prior to transmission to the Law Clerk with an explanation for the redaction.

An interdepartmental committee of experts will be established to assist departments in determining redactions where there is conflicting advice.

Timelines

On December 7 and December 15, 2020, batches of documents that are responsive to the motion and contained no sensitive information were transmitted to the Law Clerk's office. To maintain momentum, we anticipate providing a third set of records in the beginning of the New Year.

Departments are asked to complete as much work as possible to process documents in the Protected B or unclassified database that do not contain information requiring highlighting for redactions by December 24, 2020. Documents, which have been signed-off by senior management on this date, will undergo final processing by DoJ and could form part of a potential release during the week of January 4, 2021. Additional information relating to the timing of subsequent releases will be provided at a later date.

Translation

Information relating to document translation will be provided at a later date.

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Text of the motion (parts related to the production of documents):

(u) an order of the House do issue for all memoranda, emails, documents, notes or other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Safety and Emergency Preparedness, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning options, plans and preparations for the GPHIN since January 1, 2018;

(v) an order of the House do issue for a record of all communications between the government and the WHO in respect of options, plans or preparations for any future operation, or absence thereof, of the GPHIN, since January 1, 2018;

(w) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19, since March 19, 2020;

(x) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Prime Minister's Office, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada concerning plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields, since March 19, 2020;

(y) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the COVID-19 Vaccine Task Force and its subcommittees;

(z) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the Government of Canada's COVID-19 vaccine distribution and monitoring strategy, including, but not limited to anticipated timelines for the distribution of an approved COVID-19 vaccine across Canada and the prioritization of population groups for vaccination;

(aa) minutes of meetings of the cabinet and its committees be excluded from this order and all documents issued pursuant to this order (i) be organized by department and be provided to the Office of the Law Clerk and Parliamentary Counsel as soon as is practicable in light of the pandemic, but, in any event, not later than November 30, 2020, and, if this is not possible, the Clerk of the Privy Council may request an extension of no more than seven days, by writing a letter to the committee, (ii) be vetted for matters of personal privacy information and national security, and, with respect to paragraph (y) only, be additionally vetted for information the disclosure of which could reasonably be expected to interfere with contractual or other negotiations between the Government of Canada and a third party, by the Law Clerk and Parliamentary Counsel within seven days of the receipt of the documents, (iii) be laid upon the table by the Speaker, at the next earliest opportunity, once vetted, and permanently referred to the Standing Committee on Health; and

(bb) within seven days after all documents have been tabled pursuant to paragraph (aa), the Minister of Health, the Minister of Public Services and Procurement, the Minister of Public Safety and Emergency Preparedness, and the Minister of Innovation, Science and Industry be

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ordered to appear separately as witnesses before the Standing Committee on Health, for at least three hours each.

Pages 1046 to / à 1066

are duplicates

sont des duplicatas

Pages 1067 to / à 1071

are not relevant

sont non pertinentes

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Simmering, William

From: Rivet, Raymond
Sent: Friday, January 8, 2021 10:31 AM
To: MacKillop, Ken
Cc: Binnie, Kate; Laghi, Brian; Butara, Frank
Subject: FW: Production of Papers - week of January 18

Ken – Pls see below for awareness. As you know, our reviewers have completed the binary review. Next step, as indicated below, is QC review by the ATIP Division.
RR

From: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Sent: 8 janvier 2021 10:08
To: Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Shannon, Tara <Tara.Shannon@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Baird, Louise <Louise.Baird@pco-bcp.gc.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Roussy, Daniel <Daniel.Roussy@pco-bcp.gc.ca>; van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; Merissa, Rahel <Rahel.Merissa@pco-bcp.gc.ca>; Bisson, Melissa <Melissa.Bisson@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Muir, Alexandra <Alexandra.Muir@pco-bcp.gc.ca>; Malone, Lorna <Lorna.Malone@pco-bcp.gc.ca>; Champoux, Elizabeth <Elizabeth.Champoux@pco-bcp.gc.ca>; Adler, Jeremy <Jeremy.Adler@pco-bcp.gc.ca>; Harty, Siobhan <Siobhan.Harty@pco-bcp.gc.ca>; Brunelle-Côté, Antoine <Antoine.Brunelle-Cote@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Perreault, Claudie <Claudie.Perreault@pco-bcp.gc.ca>; Bowles, Louise <Louise.Bowles@pco-bcp.gc.ca>; Fung, Jennifer <Jennifer.Fung@pco-bcp.gc.ca>; Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>; Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>; McCowan, Ian <Ian.McCowan@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>
Cc: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Subject: Production of Papers - week of January 18

Happy New Year, colleagues.

Thank you for your work so far in responding to the October 26 motion ordering the production of documents related to the government's response to the COVID-19 Pandemic. As committed to by the Clerk, our primary objective is to be as responsive as possible to the motion and continue to make best efforts to provide as many records as possible in a timely manner.

As you may be aware, on December 7 and December 15, 2020 batches of documents that are responsive to the motion and contained no sensitive information were transmitted to the Law Clerk's office. Another small batch is planned for transmittal today. To maintain momentum, we anticipate providing a fourth set of records during the week of January 18, 2021.

To do so, by January 15, 2021, groups within PCO are asked to complete the work to process documents in the Protected B or unclassified database that do not contain information requiring highlighting for redactions. Please let us know if you are not in a position to meet this deadline. The following timelines may assist you in completing this task:

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By end of day on January 11, if not already done, complete the collection and preservation of Protected B and below records for upload to Ringtail.

By end of day on January 13, Subject-matter experts (SMEs) to complete the initial "binary" review.

By end of day on January 14, complete the quality control (QC) process. Documents are then packaged in e-binders for Assistant Secretary approval.

By end of day on January 15, Assistant Secretary to complete approvals in the Ringtail environment. Please note that Ringtail is only accessible from PCO offices.

On January 18, Legal Ops consolidates PCO documents and transfers to DoJ Ringtail system.

On January 19, 2021, DoJ consolidates all departmental records and delivers to PCO.

Also, for groups that have not completed the collection and preservation of their secret documents and emails, please do so by end of day on January 18, 2021.

Additional information relating to the process of identifying sensitive information will be provided as soon as possible.

If you have any questions, please feel free to contact one of the people on the cc line or me.

Best,

s.16(2)

Maia

Maia Welbourne
Assistant Secretary to Cabinet, Parliamentary Affairs
Secrétaire adjointe du Cabinet, Affaires parlementaires
C: [redacted]

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Simmering, William

From: Wong-Fortin, Bonny
Sent: Friday, January 8, 2021 10:14 AM
To: Babad, Luke
Cc: Lefebvre, Alexandre; Shi, Anke
Subject: FW: Production of Papers - week of January 18

Follow Up Flag: Follow up
Flag Status: Completed

I believe this would not impact us, as we have not only completed the Protected B/unclassified binary review, but also the Secret. Please advise.

From: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Sent: Friday, January 8, 2021 10:08 AM
To: Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Shannon, Tara <Tara.Shannon@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Baird, Louise <Louise.Baird@pco-bcp.gc.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Roussy, Daniel <Daniel.Roussy@pco-bcp.gc.ca>; van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; Merissa, Rahel <Rahel.Merissa@pco-bcp.gc.ca>; Bisson, Melissa <Melissa.Bisson@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Muir, Alexandra <Alexandra.Muir@pco-bcp.gc.ca>; Malone, Lorna <Lorna.Malone@pco-bcp.gc.ca>; Champoux, Elizabeth <Elizabeth.Champoux@pco-bcp.gc.ca>; Adler, Jeremy <Jeremy.Adler@pco-bcp.gc.ca>; Harty, Siobhan <Siobhan.Harty@pco-bcp.gc.ca>; Brunelle-Côté, Antoine <Antoine.Brunelle-Cote@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Perreault, Claudie <Claudie.Perreault@pco-bcp.gc.ca>; Bowles, Louise <Louise.Bowles@pco-bcp.gc.ca>; Fung, Jennifer <Jennifer.Fung@pco-bcp.gc.ca>; Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>; Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>; McCowan, Ian <Ian.McCowan@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>
Cc: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Subject: Production of Papers - week of January 18

Happy New Year, colleagues.

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To do so, by January 15, 2021, groups within PCO are asked to complete the work to process documents in the Protected B or unclassified database that do not contain information requiring highlighting for redactions. Please let us know if you are not in a position to meet this deadline. The following timelines may assist you in completing this task:

By end of day on January 11, if not already done, complete the collection and preservation of Protected B and below records for upload to Ringtail.

By end of day on January 13, Subject-matter experts (SMEs) to complete the initial "binary" review.

By end of day on January 14, complete the quality control (QC) process. Documents are then packaged in e-binders for Assistant Secretary approval.

By end of day on January 15, Assistant Secretary to complete approvals in the Ringtail environment. Please note that Ringtail is only accessible from PCO offices.

On January 18, Legal Ops consolidates PCO documents and transfers to DoJ Ringtail system.

On January 19, 2021, DoJ consolidates all departmental records and delivers to PCO.

Also, for groups that have not completed the collection and preservation of their secret documents and emails, please do so by end of day on January 18, 2021.

Additional information relating to the process of identifying sensitive information will be provided as soon as possible.

If you have any questions, please feel free to contact one of the people on the cc line or me.

Best,

Maia

Maia Welbourne
Assistant Secretary to Cabinet, Parliamentary Affairs
Secrétaire adjointe du Cabinet, Affaires parlementaires
C: [redacted]

s.16(2)

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Simmering, William

From: Welbourne, Maia
Sent: Monday, January 11, 2021 10:13 AM
To: Cintrat, Jean; Jeffrey, Tamara; Mulkins, Marta; Soni, Shannon-Marie
Cc: Saikaly, Jessica
Subject: Today - Production of papers

Importance: High

Follow Up Flag: Follow up
Flag Status: Completed

Good morning,

Here's what's on tap for today:

In preparation for call with Deputy Clerk, DM Drouin, Ian et al at 2:30 this aft:

- Need to have view about DOJ estimate of 100K pages to be translated. Either we accept that as a reasonable estimate, or we propose a different number (or a range) and explain why that makes more sense.
- Latest PCO stats/status – what #pages are where in the process

s.69(1)(g)re: (e)

[redacted]

Separately, Ian very keen to see draft narrative today.

[redacted]

And I suspect there will be interest in seeing a draft production plan early this week, if not today.

Please let me know if any of the above is not doable.

We should also plan on an ADM call with PCO colleagues and another one with the interdepartmental community later in the week – we can discuss later today/tomorrow, once some of these other issues have landed.

Thanks
Maia

Maia Welbourne
Assistant Secretary to Cabinet, Parliamentary Affairs
Secrétaire adjointe du Cabinet, Affaires parlementaires
C: [redacted]

s.16(2)

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Simmering, William

From: Jeffrey, Tamara
Sent: Tuesday, January 12, 2021 3:27 PM
To: Rodger, Nicolas; Rivet, Raymond
Subject: RE: House Motion - Collection of Records

Hi Nicolas,

We were looking at records in the protected b and below outlook folder (S:\Outlook-Protected_B-Protected_A-Unclassified) under your name.

s.16(2)

I can't see the contents of the .pst folder but was seeking confirmation as to whether the records should be uploaded.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

From: Rodger, Nicolas <Nicolas.Rodger@pco-bcp.gc.ca>
Sent: Tuesday, January 12, 2021 3:24 PM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: RE: House Motion - Collection of Records

Hello,

I was told to stand down on this collection and never compiled files.

To which documents are you referring?

Thanks,

Nick Rodger

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: Tuesday, January 12, 2021 3:22 PM
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Rodger, Nicolas <Nicolas.Rodger@pco-bcp.gc.ca>
Subject: RE: House Motion - Collection of Records

Bonjour Raymond,

The only file that we can see as being potentially modified is the one under Nicolas' names. Nothing else has moved.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé

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s.16(2)

85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Tuesday, January 12, 2021 3:21 PM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Rodger, Nicolas <Nicolas.Rodger@pco-bcp.gc.ca>
Cc: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Subject: RE: House Motion - Collection of Records

Hi Tamara. I am not aware of our records being modified. Looping in our reviewers in case they are aware of something.

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: 12 janvier 2021 15:20
To: Rodger, Nicolas <Nicolas.Rodger@pco-bcp.gc.ca>
Cc: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: House Motion - Collection of Records

Good Afternoon Nicolas,

I am reaching out to you as the PCO motion coordinator for the October 26 house motion. In finalizing the upload of records to the Ringtail system, we noticed that your files have been modified as recently as today. Are you able to confirm that you have finished your collection of records and they can be uploaded to the system?

Thank you,

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

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Simmering, William

From: Laghi, Brian
Sent: Tuesday, January 12, 2021 4:33 PM
To: Butara, Frank; Rivet, Raymond; Jeffrey, Tamara; Rodger, Nicolas
Subject: RE: House Motion - Collection of Records

I am not aware of any modification folks. Certainly not from me, as my CABNET access is also available only in the office.
Brian

From: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Sent: Tuesday, January 12, 2021 3:24 PM
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Rodger, Nicolas <Nicolas.Rodger@pco-bcp.gc.ca>
Cc: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>
Subject: RE: House Motion - Collection of Records

Hi,

I'm not aware. I'm at home, so unable to access Cabnet.

Frank

s.16(2)

Frank Butara
Privy Council Office / Bureau du Conseil privé
Mobile: [redacted]

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Tuesday, January 12, 2021 3:21 PM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Rodger, Nicolas <Nicolas.Rodger@pco-bcp.gc.ca>
Cc: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Subject: RE: House Motion - Collection of Records

Hi Tamara. I am not aware of our records being modified. Looping in our reviewers in case they are aware of something.

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Sent: 12 janvier 2021 15:20
To: Rodger, Nicolas <Nicolas.Rodger@pco-bcp.gc.ca>
Cc: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: House Motion - Collection of Records

Good Afternoon Nicolas,

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Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

s.16(2)

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Simmering, William

From: Babad, Luke
Sent: Tuesday, January 12, 2021 8:16 AM
To: Jeffrey, Tamara
Subject: RE: House motion - # pages

Noted, that's really helpful. When I'm out of Committee later today I'll do an estimate of the secret documents, run it by Bonny, and let you know.

-----Original Message-----
From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: Tuesday, January 12, 2021 8:14 AM
To: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Cc: Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>
Subject: Re: House motion - # pages

Hi Luke,

The upload from your group had roughly 9,000 pages on the protected B and below environment. I don’t have an estimate for secret records but suspect it is less?

Any refinement you can provide would be greatly appreciated.

Tamara

Sent from my iPhone

> On Jan 12, 2021, at 7:25 AM, Babad, Luke <Luke.Babad@pco-bcp.gc.ca> wrote:
>
> Hi Tamara,
>
> I'll pop into Ringtail today and see if I can get a more precise estimate, but based on the first tranche of review we did I think 250,000 is still actually a little high.
>
> Copying Monique in case there's an easy way to estimate this in Ringtail, short of simply tallying everything up.
>
> Luke
>
> -----Original Message-----
> From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
> Sent: Monday, January 11, 2021 5:28 PM
> To: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
> Subject: House motion - # pages
>
> Hi Luke,
>
> LHP is trying to firm up the estimate # of pages relating to the House motion. Back in November, we had asked each secretariat to provide an estimate with and without scoping. The number with scoping was meant to reflect the

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guidance issued by PCO in the same month. At that time, the COVID-19 secretariat estimated roughly 250,000 pages, I am wondering if it would be worthwhile to provide an update to this estimate?
>
> Would you be able to consult with Bonnie and see if a revision of the estimate it warranted? Or whether the 250k pages still stands?
>
> Happy to chat by phone if you have any questions or concerns.
>
> Thank you,
>
>
> Tamara
>
> Sent from my iPhone

Pages 1083 to / à 1084

are duplicates

sont des duplicatas

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Simmering, William

From: Cintrat, Jean
Sent: Wednesday, January 13, 2021 11:32 AM
To: Cintrat, Jean; Gray, Sarah; Jeffrey, Tamara; Lauzon, Adam; MacLean, Charles; Mendes, Annesha; Nicholls, Melissa; Oda, Michael; Peppy, Shaun; Bédard, Rachelle; Trottier, Sarah; Wittenburg, Shane; Soni, Shannon-Marie; Phillips, Ryan
Subject: FW: Production of documents / Production de documents

Follow Up Flag: Follow up
Flag Status: Completed

fyi

s.15(1)

From: Cintrat, Jean
Sent: Wednesday, January 13, 2021 7:36 AM
To: 'Bombardier, Manon (HC/SC'' <manon.bombardier@canada.ca>; 'Walker, Michael (HC/SC' <michael.walker@canada.ca>; 'Romano, Anna (PHAC/ASPC' <anna.romano@canada.ca>; 'Beaudoin, John (PHAC/ASPC' <john.beaudoin@canada.ca>; 'James Scott' <James.Stott@pwgsc-tpsgc.gc.ca>; 'Maia, Ana (IC' <ana.maia@canada.ca>; 'Tremblay2, Genevieve (IC' <genevieve.tremblay2@canada.ca>; 'Burnett, John' <John.Burnett@nrc-cnrc.gc.ca>; 'McGrath, Eva (HC/SC' <eva.mcgrath@canada.ca>; 'Rancourt, Marie-Elise (FIN' <marie-elise.rancourt@canada.ca>; 'Balite, Irene (FIN' <irene.balite@canada.ca>; 'Stringham, James' <James.Stringham@justice.gc.ca>; 'Eid, Elisabeth' <Elisabeth.Eid@justice.gc.ca>; 'Louise Hayes (TBS' <louise.hayes@tbs-sct.gc.ca>; 'Acton, Kelly (Ext.' <kelly.acton@tbs-sct.gc.ca>; 'Ian Miller (DND' <ian.miller@forces.gc.ca>; 'Riley Hennessey (DND' <riley.hennessey@forces.gc.ca>; 'Gibb, Timothea (AADNC/AANDC' <timothea.gibb@canada.ca>; 'Vallières, Marc (PS/SP' <marc.vallieres@canada.ca>; 'Jimmy M. Brrackenridge (TC' <jimmy.brackenridge@tc.gc.ca>; 'jill.wherrett@canada.ca' <jill.wherrett@canada.ca>; 'Prokipcak, Joseph (HC/SC' <joseph.prokipcak@canada.ca>; [redacted] 'Jennifer.MacIntyre@international.gc.ca' <Jennifer.MacIntyre@international.gc.ca>; 'Colleen.Calvert@international.gc.ca' <Colleen.Calvert@international.gc.ca>
Cc: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: Production of documents / Production de documents

Good morning,

Thank you for your work so far in responding to the October 26 motion ordering the production of documents related to the government's response to the COVID-19 Pandemic. As committed to by the Clerk, our primary objective is to be as responsive as possible to the motion and continue to make best efforts to provide as many records as possible in a timely manner.

As you may be aware, on December 7, December 15, 2020 and January 8, 2021, batches of documents that are responsive to the motion and contained no sensitive information were transmitted to the Law Clerk's office. To maintain momentum, we anticipate providing a fourth set of records during the week of January 18, 2021.

In order to ensure that your documents are included in the fourth batch, implicated departments will need to complete, by 9:00 a.m. Monday 18 January, 2021, the work to process documents in the Protected B or unclassified database that do not contain information requiring highlighting for redactions, including uploading them in the Ringtail environment. Please let us know if you are not in a position to meet this deadline.

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Additional information relating to the process of identifying sensitive information, the provision of support to redaction through an Interdepartmental QC Redaction Forum and a Production Plan for subsequent batches will be provided as soon as possible.

If you have any questions, please feel free to contact one of the people on the cc line or me.

Bonjour,

Merci pour votre travail jusqu'à présent en réponse à la motion du 26 octobre ordonnant la production de documents liés à la réponse du gouvernement à la pandémie COVID-19. Comme le greffier s'y est engagé, notre objectif principal est de répondre du mieux possible à la motion et de continuer de déployer tous les efforts possibles pour fournir le plus de documents dans les meilleurs délais.

Comme vous le savez peut-être, les 7 et 15 décembre 2020 et le 8 janvier 2021, des lots de documents en réponse à la requête et ne contenant aucune information sensible ont été transmis au bureau du légiste. Afin de continuer sur notre lancée, nous prévoyons fournir un quatrième lot de documents au cours de la semaine du 18 janvier 2021.

Afin de s'assurer que vos documents soient inclus dans le quatrième lot, les ministères impliqués devront avoir terminer, avant 09h00 le lundi 18 janvier 2021, les travaux de traitement des documents dans la base de données Protégé B ou non classifiée qui ne contiennent pas d'informations nécessitant d'être surlignées à des fins de caviardage, y compris leur téléchargement dans l'environnement Ringtail. Veuillez nous informer si vous n'êtes pas en mesure de respecter ce délai.

Des informations supplémentaires relatives au processus d'identification des informations sensibles, à l'appui au processus de caviardage par le biais d'un forum interdépartemental de rédaction du CQ et d'un plan de production pour les lots suivants seront fournies dans les meilleurs délais. Si vous avez des questions, n'hésitez pas à contacter l'une des personnes en copie conforme ou moi-même.

Jean Cintrat
Directeur des Opérations, Affaires parlementaires
Bureau du Conseil privé / Gouvernement du Canada
Director of Operations, Parliamentary Affairs
Privy Council Office / Government of Canada
jean.cintrat@pco-bcp.gc.ca

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Simmering, William

From: Kasouf, Steven
Sent: Thursday, January 14, 2021 10:48 AM
To: Rivet, Raymond; Laghi, Brian; Butara, Frank
Subject: RE: parliamentary request review

Morning!

To clarify expectations (and this will be done at the next SME-QC reviewer call) both SME and QC reviewers will be responsible for highlighting sensitive information. Think of it as an approval for an ATIP request except you're not getting redactions from ATIP prior to your review.

As an SME you will be responsible for identifying sensitive information that should be protected based on the guidance provided by L&HP (i.e. national security, FPT issues, advice (although advice goes hand in hand with proving harm so it cannot simply be advice only), etc.). Therefore, the QCers will rely on the SMEs to identify material that the SME feels is sensitive and could be injurious to the GoC if released. The QCers at PCO (2 ATIP staff including myself) will for sure highlight the personal information, cell phones and exempt staff names that should be redacted, as well as possible Cabinet confidences (that the SME doesn't catch). We can also review the SMEs highlights at that time as well to ensure that the highlights apply (see advice issue above).

Hope this helps.

Steven Kasouf

Deputy Director, Access to Information and Privacy
Privy Council Office / Government of Canada
steven.kasouf@pco-bcp.gc.ca
O: 613-960-4085
F: 613-960-4201

Directeur adjoint, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
steven.kasouf@pco-bcp.gc.ca
B: 613-960-4085
T: 613-960-4201

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: January 14, 2021 9:36 AM
To: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Cc: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Subject: RE: parliamentary request review

Hi Brian,
As I understand it our ATIP reviewers are now completing the quality control process (QC).
Adding Steven Kasouf to confirm.
RR

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From: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>
Sent: 14 janvier 2021 09:30
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Subject: parliamentary request review

Hey guys:
I couldn't make the meeting yesterday as I was double-booked. I looked a the read-out, so thanks.
A question for you, though.
With respect to redactions, decisions on potential corporate injury, highlighting, etc., will Frank and I be the individuals performing that function? Or does that go to someone else at this point. I'm trying to set my schedule here and, if that work is required of me, I will need to make a few changes in my sked.
Thanks Ray,
Brian

Brian Laghi
Director General | Directeur général
COVID-19 Communications Planning | Communications en réponse à la COVID-19 (Planifications)
PCO Response Communications Unit | L'unité des communications d'intervention spéciale du BCP
Privy Council Office | Bureau du Conseil Privé
[redacted]

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Simmering, William

From: Kasouf, Steven
Sent: Thursday, January 14, 2021 9:47 PM
Subject: Updated Annex A to agenda
Attachments: HESA COVID Motion SME-QC Agenda.docx

Hello - Attached is the updated Annex A to the agenda from yesterday's call. It was missing the PCO COVID Motion Lead which has now been added.

Bonjour – veuillez trouver ci-joint l'annexe A à l'horaire de l'appel hier. L'annexe manquait le nom de la responsable pour PCO qui a été ajouté.

Thanks / *Merci*

Steven Kasouf

Deputy Director, Access to Information and Privacy
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steven.kasouf@pco-bcp.gc.ca
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F: 613-960-4201

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HESA COVID Motion Agenda / Ordre du jour

Wednesday, January 13, 2021 / le mercredi 13 janvier 2021

Item	Subject	Lead
1	Introduction	PCO – Steven Kasouf
2	Key contacts / *contacts clés:* James Stringham (DOJ) – Ringtail/ NUIX Annie Plouffe (PSPC) – CBI COVID Motion Leads (see Annex A) Steven Kasouf (PCO) – Coordination of regular SME/QC calls	PCO – Steven Kasouf
3	Re-cap of guidance from PCO	PCO – Jean Cintrat / Tamara Jeffrey
4	What is CBI?	PSPC – Annie Plouffe
5	Expectations of SMEs / QC reviewers & Injury Evaluation Team	PCO – Steven Kasouf
6	OGD consultations – when is the best time	All
7	Q & A	All
8	Closing remarks, next meeting	PCO – Steven Kasouf
9	Remember to breathe! ☺	All

ANNEX A

Department	**Contact**
PCO – Privy Council Office	Tamara Jeffrey Email: tamara.jeffrey@pco-bcp.gc.ca Phone : 613-314-0542
*HC - Health Canada	Dana Beaton Email: **dana.beaton@canada.ca** Phone: 613-219-0959 ***As of Dec 21, 2020*** Laurent Gémar Email: **laurent.gemar@canada.ca** Cell 613-219-7802
CBSA - Canadian Board Service Agency	Joseph (Yves) Lessard Email: **Joseph.lessard@cbsa-asfc.gc.ca**

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HESA COVID Motion Agenda / Ordre du jour

Wednesday, January 13, 2021 / le mercredi 13 janvier 2021

	Note: CBSA only had one document which has been pushed through and approved so they are not reviewing in the database. **No need to send updates.**
DND - Department of National Defence	Lisa Carozza Email: **LISA.CAROZZA@forces.gc.ca**
FINANCE - Department of Finance Canada)	Chantel Lavoie Email: **chantal.lavoie@canada.ca**
GAC - Global Affairs Canada	Laura Riggs Email: **Laura.Riggs@international.gc.ca**
IRCC - Immigration, Refugees and Citizenship Canada	Marc-Andre Bernard Email: **Marc-Andre.Bernard@cic.gc.ca**
ISC - Indigenous Services Canada	Salem, Nicole Email: **nicole.salem@canada.ca**
ISED - Innovation, Science and Economic Development Canada	Tanya Guay Email: **tanya.guay@canada.ca**
JUS - Department of Justice	Lise Léon Email: **lise.leon@justice.gc.ca**
NRC - National Research Council	Maria Krioutchkova Email: **maria.krioutchkova@nrc-cnrc.gc.ca**
PS - Public Safety Canada	Susan Nadon Email: **susan.nadon@canada.ca**
PSPC - Public Service and Procurement Canada	Benjamin Woodman Email: **Benjamin.Woodman@tpsgc-pwgsc.gc.ca**
TBS - Treasury Board of Canada Secretariat	Irene Tsompanellisa Email: **Irene.Tsompanellis@tbs-sct.gc.ca** Also please cc Natalie Acres **Natalie.Acres@tbs-sct.gc.ca**
TC - Transport Canada	Justin Bernard Email: **Justin.Bernard@tc.gc.ca**

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Simmering, William

From: McCowan, Ian
Sent: Friday, January 15, 2021 4:56 PM
To: Mondou, Isabelle
Subject: COVID motion narrative (12-01-21)
Attachments: COVID motion narrative (12-01-21).docx; ATT00001.htm

Current working draft

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House Motion for the Production of Documents - Overview

The Order

On October 26, 2020, the House of Commons adopted a motion with has two broad objectives: 1) to instruct the Standing Committee on Health "to undertake a study on the emergency situation facing Canadians in light of the second wave of the COVID-19 pandemic"; and, 2) to order the production of documents from the government in six areas related to public health and its response to the COVID-19 pandemic.

The Order focuses on the following six areas:

- Options, plans and preparations for the Global Public Health Intelligence Network (GPHIN)
- Communications between the government and the WHO in respect of options, plans or preparations for any future operation, or absence thereof, of the GPHIN
- Plans, preparations, approvals and purchasing of COVID-19 testing products
- Plans, preparations and purchasing of PPE
- COVID-19 Vaccine Task Force and its subcommittees
- Government of Canada's COVID-19 vaccine distribution and monitoring strategy

The production of papers portion of the Order specifically mentions the Prime Minister's Office; the office of the Minister of Health; the office of the Minister of Public Services and Procurement; the office of the Minister of Public Safety and Emergency Preparedness; Health Canada; the Public Health Agency of Canada, and the Privy Council Office. In addition, for a few elements of the Order, no organizations are named in the motion and therefore all departments have been tasked with the production of documents, including Innovation, Science and Economic Development Canada (and the National Research Council), Finance Canada, Public Services and Procurement Canada and Public Safety Canada. The order seeks a wide range of types of documents: "all memoranda, emails, documents, notes or other records". The text of the motion can be found in Annex A.

Guidance

Following the adoption of the motion, PCO issued a first set guidance instructing departments to begin identifying documents. The guidance set out the primary objective as being as responsive as possible to the motion in order to further the Standing Committee on Health's study of the government's response to the pandemic. No direction regarding potential scoping, redaction, or translation was provided at that time. Simultaneously, PCO undertook an initiative to gain a better understanding of the magnitude of the order by asking departments to provide estimates of the total number of pages they would be required to produce. Those estimates have been refined over time. Initial estimates for all potentially relevant records (without any scoping) were in the order of 15,000,000 pages. Once it became clear that the Order could potentially require the processing of millions of pages of documents, PCO issued additional sets of guidance to implicated departments.

On November 6, guidance was issued with respect to the treatment of documents using an eDiscovery document review platform ("Ringtail"). On November 13, departments were directed to start providing their records to the Department of Justice for uploading into Ringtail. The guidance further provided that departments include final versions of documents only and e-mails sent or received by executives (director and above), that minutes of meetings of the Cabinet and its committees be excluded (per the Order) and that documents that are in the public domain, including media reports/summaries be

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excluded. The guidance also specified that Confidential Business Information (CBI) was to be excluded at this time from collection and transfer to Justice for placement in Ringtail.

CBI is excluded due to the serious possibility that not handling CBI in accordance with the agreements the government has in place with contractors could significantly affect its relationships with third parties and potentially affect Canada's ability to procure vaccines in a timely manner. Several companies communicated to the Government to ensure that the protection of their sensitive business, regulatory and manufacturing information was taken into consideration.

On December 21, guidance was provided to assist departments in understanding how to use the various tools in the Ringtail system to examine the remaining documents that contain sensitive information. This includes

a) Cabinet Confidences;
b) National Security;
c) Advice to Ministers;
d) Information subject to solicitor-client and litigation privilege;
e) Personal information
f) Information that could be injurious to federal-provincial relations or international relations; and
g) Third party trade secrets, confidential financial, commercial, scientific or technical information.

The guidance also included information to assist departments in identifying CBI and understand the Government's notification obligations with respect to any unauthorized disclosure of CBI during the identification, collection and document review process.

The Department of Justice has also provided detailed guidance with respect to the preservation and collection of documents in a way that preserves their content and metadata, and on how to transmit the documents to Justice for them to upload the documents into Ringtail.

How government has organized itself (efforts, resources)

The Government is devoting significant resources to its ongoing efforts to comply with the motion. Among federal departments and agencies implicated by the Order, over 650 employees TBC (at various classifications and levels) have contributed to date to this task, either on a full-time or part-time basis and have already triaged hundreds of the thousands of pages.

While departments continue to make best effort to provide the committee with as much information as quickly as possible, this is an unprecedented undertaking and represents a significant additional workload on organizations that are already working at or beyond capacity.

In order to ensure that departments and agencies were responding to the motion's request for documents expeditiously, and using a common approach, certain early strategic decisions were required. These related to addressing ambiguities in what the motion is requesting and from whom, or key actions that should be taken in processing the response.

Since the week of October 19, the Assistant Secretary, Parliamentary Affairs, has convened regular meetings with Assistant Deputy Ministers responsible for Parliamentary Affairs from the departments most implicated in the motion: Health; Public Health Agency; Public Services and Procurement; and,

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Innovation, Science and Economic Development. Other working groups at various levels have been established and meet on an ad hoc basis to discuss common approaches and technical issues.

Subject-matter experts were identified in each department, issued credentials and a Cryptocard to access the database remotely, in order to review and highlight sensitive information contained in the Department's records. Similarly, individuals across all departments were identified to conduct a Quality Assessment of the initial review done by subject-matter experts prior to obtaining approval from Senior management.

The Department of Justice has been working closely with departments to ensure they have access to the system and support for the review process. A Production Quality Control Forum was launched to provide technical, procedural and interpretation support for the redaction effort by all SMEs and Quality Controllers led by PCO ATIP.

In order to provide as many records as quickly as possible, department focused their efforts on identifying and reviewing records containing non-sensitive information. The Government is currently examining the remaining documents for information that it is not in the public interest to disclose including Cabinet confidences, solicitor-client privilege, confidential business information, personal information, advice to Ministers of the Crown, and information the disclosure of which could be injurious to international relations, federal-provincial-territorial relations or national security.

Departments are currently examining the remaining documents for information that it is not in the public interest to disclose including Cabinet confidences, solicitor-client privilege, confidential business information, personal information, advice to Ministers of the Crown, and information the disclosure of which could be injurious to international relations, federal-provincial-territorial relations or national security.

The Government has decided to take strong measures to ensure compliance with its contractual obligation to safeguard confidential business information (CBI). Measures were put in place to shield the CBI from disclosure to unauthorized persons (whether employees or third party contractors) who may be tasked with assisting the Government in carrying out the production order.

A significant number of documents have been retrieved and continue to be processed for release in the coming weeks. As of January 12, 2021, 58,323 unique protected b or below documents representing 396,094 pages have been uploaded to the Nuix / Ringtail system. Of those records, 51,396 documents, representing approximately 88% of documents uploaded, have been through an initial assessment of whether the records contains sensitive information or not. The initial review process has resulted in 17,155 documents (33%) being flagged as requiring redaction and 27,951documents (54%) being flagged as not relevant to the motion or out of scope.

Current estimates, subject to a number of factors, are that the total number of pages that will require translation is in the range of 100,000 to xx pages. This would result in translation costs of between $16 million and $xx million.

The final number of pages that will need to be translated is difficult to determine as it depends on a number of factors, including how many duplicate documents are identified and eliminated prior to translation, the number of pages of material that are found to be irrelevant/out of scope during the review process, and the extent of redaction during the next phases of production.

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Documents produced to date

On December 7 and 15, 2020, and on January 8, 2021, the Government transmitted to the Law Clerk 16,000 pages of records that are responsive to the motion but did not contain sensitive information. The Prime Minister's Office and implicated Ministers' Offices have also provided records. In total, the total number of pages submitted so far is approximately 30,000 pages.

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Annex A

Text of the motion (parts related to the production of documents)

(u) an order of the House do issue for all memoranda, emails, documents, notes or other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Safety and Emergency Preparedness, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning options, plans and preparations for the GPHIN since January 1, 2018;

(v) an order of the House do issue for a record of all communications between the government and the WHO in respect of options, plans or preparations for any future operation, or absence thereof, of the GPHIN, since January 1, 2018;

(w) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Office of the Prime Minister, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada, concerning plans, preparations, approvals and purchasing of COVID-19 testing products including tests, reagents, swabs, laboratory equipment and other material related to tests and testing applications used in the diagnosis of COVID-19, since March 19, 2020;

(x) an order of the House do issue for all memoranda, emails, documents, notes and other records from the Prime Minister's Office, the Privy Council Office, the office of the Minister of Public Services and Procurement, the office of the Minister of Health, Health Canada and the Public Health Agency of Canada concerning plans, preparations and purchasing of PPE, including gowns, gloves, masks, respirators, ventilators, visors and face shields, since March 19, 2020;

(y) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the COVID-19 Vaccine Task Force and its subcommittees;

(z) an order of the House do issue for all memoranda, e-mails, documents, notes and other records relating to the Government of Canada's COVID-19 vaccine distribution and monitoring strategy, including, but not limited to anticipated timelines for the distribution of an approved COVID-19 vaccine across Canada and the prioritization of population groups for vaccination;

(aa) minutes of meetings of the cabinet and its committees be excluded from this order and all documents issued pursuant to this order (i) be organized by department and be provided to the Office of the Law Clerk and Parliamentary Counsel as soon as is practicable in light of the pandemic, but, in any event, not later than November 30, 2020, and, if this is not possible, the Clerk of the Privy Council may request an extension of no more than seven days, by writing a letter to the committee, (ii) be vetted for matters of personal privacy information and national security, and, with respect to paragraph (y) only, be additionally vetted for information the disclosure of which could reasonably be expected to interfere with contractual or other negotiations between the Government of Canada and a third party, by the Law Clerk and Parliamentary Counsel within seven days of the receipt of the documents, (iii) be laid upon the table by the Speaker, at the next earliest opportunity, once vetted, and permanently referred to the Standing Committee on Health; and

(bb) within seven days after all documents have been tabled pursuant to paragraph (aa), the Minister of Health, the Minister of Public Services and Procurement, the Minister of Public

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Safety and Emergency Preparedness, and the Minister of Innovation, Science and Industry be ordered to appear separately as witnesses before the Standing Committee on Health, for at least three hours each.

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Simmering, William

From: Jeffrey, Tamara
Sent: Friday, January 15, 2021 12:47 PM
To: Babad, Luke
Subject: RE: Ready to start on next steps when you're ready for us to start

Hi Luke,

Further instructions will be provided shortly regarding the next step in the process (review and highlight of remaining protected b records).

Tamara

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

s.16(2)

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Friday, January 15, 2021 12:41 PM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: Ready to start on next steps when you're ready for us to start

Hi Tamara,

Just want to double-check that we're still on standby mode on the Opposition motion – should I be checking my cabnet email or just hanging on for further instructions?

Luke

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Simmering, William

From: Mondou, Isabelle
Sent: Sunday, January 17, 2021 9:07 AM
To: MacKillop, Ken; Jennings, Philip
Cc: Muir, Alexandra; Chretien, Kimberley
Subject: Re: Motion - docs for comms

Thanks for this work Ken.

Sent from my BlackBerry 10 smartphone on the Bell network.
Original Message
From: MacKillop, Ken
Sent: Saturday, January 16, 2021 8:38 AM
To: Jennings, Philip; Mondou, Isabelle
Cc: Muir, Alexandra; Chretien, Kimberley
Subject: Motion - docs for comms

Hi there, just wanted to let you know that I approved the docs from Comms yesterday in the ringtale system so that they can be includes in this week's batch.

Thanks

Ken

Sent from my iPhone

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COVID Motion SME/QC Agenda / Motion COVID EM/CQ Ordre du jour

Monday, January 18, 2021 / le lundi 18 janvier 2021

Item	Subject	Lead
1	Introduction	PCO – Steven Kasouf
2	Key contacts / *contacts clés:* James Stringham (DOJ) – Ringtail/ NUIX Annie Plouffe (PSPC) – CBI COVID Motion Leads (see Annex A) Steven Kasouf (PCO) – Coordination of regular SME/QC calls	PCO – Steven Kasouf
3	SME review of documents with or without attachments, then QC review of SME review	PCO – Steven Kasouf
4	Duplicates	PCO – Steven Kasouf
5	OGD consultations – when is the best time?	All
6	Q & A	All
7	Closing remarks, timing of next meeting	PCO – Steven Kasouf

ANNEX A

Department	**Contact**
PCO – Privy Council Office	Tamara Jeffrey Email: tamara.jeffrey@pco-bcp.gc.ca Phone : 613-314-0542
*HC - Health Canada	Dana Beaton Email: **dana.beaton@canada.ca** Phone: 613-219-0959 ***As of Dec 21, 2020*** Laurent Gémar Email: **laurent.gemar@canada.ca** Cell 613-219-7802
CBSA - Canadian Board Service Agency	Joseph (Yves) Lessard Email: **Joseph.lessard@cbsa-asfc.gc.ca** Note: CBSA only had one document which has been pushed through and approved so they are not reviewing in the database. **No need to send updates.**

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COVID Motion SME/QC Agenda / Motion COVID EM/CQ Ordre du jour

Monday, January 18, 2021 / le lundi 18 janvier 2021

DND - Department of National Defence	Lisa Carozza Email: **LISA.CAROZZA@forces.gc.ca**
FINANCE - Department of Finance Canada)	Chantel Lavoie Email: **chantal.lavoie@canada.ca**
GAC - Global Affairs Canada	Laura Riggs Email: **Laura.Riggs@international.gc.ca**
IRCC - Immigration, Refugees and Citizenship Canada	Marc-Andre Bernard Email: **Marc-Andre.Bernard@cic.gc.ca**
ISC - Indigenous Services Canada	Salem, Nicole Email: **nicole.salem@canada.ca**
ISED - Innovation, Science and Economic Development Canada	Tanya Guay Email: **tanya.guay@canada.ca**
JUS - Department of Justice	Lise Léon Email: **lise.leon@justice.gc.ca**
NRC - National Research Council	Maria Krioutchkova Email: **maria.krioutchkova@nrc-cnrc.gc.ca**
PS - Public Safety Canada	Susan Nadon Email: **susan.nadon@canada.ca**
PSPC - Public Service and Procurement Canada	Benjamin Woodman Email: **Benjamin.Woodman@tpsgc-pwgsc.gc.ca**
TBS - Treasury Board of Canada Secretariat	Irene Tsompanellisa Email: **Irene.Tsompanellis@tbs-sct.gc.ca** Also please cc Natalie Acres **Natalie.Acres@tbs-sct.gc.ca**
TC - Transport Canada	Justin Bernard Email: **Justin.Bernard@tc.gc.ca**

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Simmering, William

From: Mondou, Isabelle
Sent: Monday, January 18, 2021 7:20 PM
To: Butara, Frank
Subject: RE: COVID motion narrative (12-01-21)

I think they were thinking to keep it as a narrative.

From: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Sent: Monday, January 18, 2021 6:34 PM
To: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Subject: Re: COVID motion narrative (12-01-21)

Merci Isabelle. Are you thinking media lines?

Sent from my iPhone

> On Jan 18, 2021, at 5:25 PM, Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca> wrote:
>
> Frank:
>
> As discussed, please find attached the draft narrative prepared by LHP.
>
> It would be great if you or if you are too busy a member of the communications team could look at it and turn it into a communication product.
>
> Happy to discuss!
>
> ---
>
> **From:** McCowan, Ian <Ian.McCowan@pco-bcp.gc.ca>
> **Sent:** Friday, January 15, 2021 4:56 PM
> **To:** Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
> **Subject:** COVID motion narrative (12-01-21)
>
> Current working draft
> <COVID motion narrative (12-01-21).docx>

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Simmering, William

From: Mesher, Elizabeth <Elizabeth.Mesher@justice.gc.ca>
Sent: Monday, January 18, 2021 3:39 PM
To: Brochet, Vanessa; Jeffrey, Tamara; Moreau-Tremblay, Christine (CCLU.GJCC); Oliveira, Monique
Cc: Laghi, Brian; Stringham, James; Folz, Patrick; Bonia, Chantelle; Boutilier, Debbie; Layton, Kris; Hardy, Christopher; Mistry, Aakash
Subject: RE: Motion - classification of documents

Hi Vanessa,

Are the levels indicative of which Branch of PCO the documents are from?

There are documents we received previously in level 00001 with the Branch identified as ERDP.

Could you please let me know the Branch name for levels:

00002; and
00007

Thank you,

ELIZABETH MESHER
Litigation Support Specialist | Spécialiste du soutien aux contentieux Tele | Télé (613) 670-8513 Blackberry (613) 608-3161

-----Original Message-----
From: Mesher, Elizabeth
Sent: Monday, January 18, 2021 2:32 PM
To: Brochet, Vanessa (CEAA) <vanessa.brochet@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Moreau-Tremblay, Christine (PCO) <Christine.moreau-tremblay@pco-bcp.gc.ca>; Oliveira, Monique (PCO) <monique.oliveira@pco-bcp.gc.ca>
Cc: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Stringham, James <James.Stringham@justice.gc.ca>; Folz, Patrick <Patrick.Folz@justice.gc.ca>; Bonia, Chantelle <Chantelle.Bonia@justice.gc.ca>; Boutilier, Debbie <Debbie.Boutilier@justice.gc.ca>; Layton, Kris <Kris.Layton@justice.gc.ca>; Hardy, Christopher <Christopher.Hardy@justice.gc.ca>; Mistry, Aakash <aakash.mistry@justice.gc.ca>
Subject: RE: Motion - classification of documents

Thank you, Vanessa. We will proceed to import the 43 documents into the Ringtail Protected B network.

ELIZABETH MESHER
Litigation Support Specialist | Spécialiste du soutien aux contentieux Tele | Télé (613) 670-8513 Blackberry (613) 608-3161

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-----Original Message-----
From: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Sent: Monday, January 18, 2021 2:30 PM
To: Mesher, Elizabeth <Elizabeth.Mesher@justice.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Moreau-Tremblay, Christine (PCO) <Christine.moreau-tremblay@pco-bcp.gc.ca>; Oliveira, Monique (PCO) <monique.oliveira@pco-bcp.gc.ca>
Cc: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Stringham, James <James.Stringham@justice.gc.ca>; Folz, Patrick <Patrick.Folz@justice.gc.ca>; Bonia, Chantelle <Chantelle.Bonia@justice.gc.ca>; Boutilier, Debbie <Debbie.Boutilier@justice.gc.ca>
Subject: RE: Motion - classification of documents

Confirming that all 43 such be protected B as per client.

Vanessa Brochet
Director and General Counsel - Directrice and avocate générale Privy Council Office Legal Services Sector | Secteur des services juridiques du Bureau du Conseil privé Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister | Bureau de la conseillère juridique auprès du greffier du Conseil privé et sous-ministre adjointe
(613) 697-3586 Vanessa.Brochet@pco-bcp.gc.ca

-----Message d'origine-----
De : Mesher, Elizabeth <Elizabeth.Mesher@justice.gc.ca> Envoyé : 18 janvier 2021 12:56 À : Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>; Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca> Cc : Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Stringham, James <James.Stringham@justice.gc.ca>; Folz, Patrick <Patrick.Folz@justice.gc.ca>; Bonia, Chantelle <Chantelle.Bonia@justice.gc.ca>; Boutilier, Debbie <Debbie.Boutilier@justice.gc.ca> Objet : RE: Motion - classification of documents

Hello,

Thank you for the explanation that in the picklist, there was no option for Protected B, but rather only an option for "Protected C and stricter" and the reviewers felt completed to classify them.

Given this, are the 43 documents under level: PB.PCO.ESI.0007, considered as Protected B or under (Protected A, Unclassified)? Please advise, and we will proceed with the document import into Ringtail.

Thank you,

Elizabeth Mesher

Litigation Support Specialist
National eDiscovery and Litigation Support Services
50 O'Connor Street, 5th Floor
Ottawa ON K1A 0H8

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National Litigation Sector
Department of Justice Canada / Government of Canada emesher@justice.gc.ca Tel : 613-670-8513
Blackberry: (613) 608-3161
Fax: 613-954-1920

Spécialiste du soutien aux contentieux
Bureau national de la preuve électronique et de soutien aux litiges 50, rue O'Connor, Étage: 5
Ottawa ON K1A 0H8
Secteur national du contentieux
Ministère de la Justice Canada / Gouvernement du Canada emesher@justice.gc.ca Tél : 613-670-8513 Blackberry (613) 608-3161 Téléc : 613-954-1920

This communication contains information that may be confidential, exempt from disclosure, subject to litigation privilege or protected by the privilege that exists between lawyers or notaries and their clients. If you are not the intended recipient, you should not read, rely on, retain, or distribute it. Please delete or otherwise destroy this communication and all copies of it immediately, and contact the sender at (telephone number) or by email at (email).

Ce message contient des renseignements qui pourraient être confidentiels, soustraits à la communication, ou protégés par le privilège relatif au litige ou par le secret professionnel liant l'avocat ou le notaire à son client. S'il ne vous est pas destiné, vous êtes priés de ne pas le lire, l'utiliser, le conserver ou le diffuser. Veuillez sans tarder le supprimer et en détruire toute copie, et communiquer avec l'expéditeur au (no. de téléphone) ou à (courriel).

-----Original Message-----
From: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Sent: Monday, January 18, 2021 12:33 PM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Moreau-Tremblay, Christine (PCO) <Christine.moreau-tremblay@pco-bcp.gc.ca>; Oliveira, Monique (PCO) <monique.oliveira@pco-bcp.gc.ca>; Mesher, Elizabeth <Elizabeth.Mesher@justice.gc.ca>
Cc: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>
Subject: Fwd: Motion - classification of documents

Colleagues i have interviews this afternoon and will be unavailable most of the time. Can you please connect to confirm whether this is a confirmation that we can declassify?

Vanessa Brochet
613-697-3586

Begin forwarded message:

From: "Moreau-Tremblay, Christine (CCLU.GJCC)" <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
Date: January 18, 2021 at 11:49:41 AM EST
To: "Brochet, Vanessa" <Vanessa.Brochet@pco-bcp.gc.ca>
Cc: "Oliveira, Monique" <Monique.Oliveira@pco-bcp.gc.ca>
Subject: FW: Motion - classification of documents

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

From: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>
Sent: Monday, January 18, 2021 11:49 AM
To: Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
Subject: RE: Motion - classification of documents

My own sense was that they typically not terribly concerning, so protected B was probably more appropriate. Again, I was compelled to class them in some way, so C is what I chose.

From: Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca<mailto:Christine.Moreau-Tremblay@pco-bcp.gc.ca>>
Sent: Monday, January 18, 2021 11:46 AM
To: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca<mailto:Brian.Laghi@pco-bcp.gc.ca>>
Cc: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca<mailto:Vanessa.Brochet@pco-bcp.gc.ca>>; Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca<mailto:Monique.Oliveira@pco-bcp.gc.ca>>
Subject: RE: Motion - classification of documents

You are correct, in the drop down menu there is no item for Protected B. Do you think that the documents you have reviewed should be classified as Protected B or Protected C?

From: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca<mailto:Brian.Laghi@pco-bcp.gc.ca>>
Sent: Monday, January 18, 2021 11:40 AM
To: Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca<mailto:Christine.Moreau-Tremblay@pco-bcp.gc.ca>>
Subject: RE: Motion - classification of documents

Hi Christine:
If I recall correctly, the coding box allowed for only Protected C and stricter, hence Protected C was the closest fit. Frank Butara and I discussed this as well, and I think he may have acted similarly to myself.

From: Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca<mailto:Christine.Moreau-Tremblay@pco-bcp.gc.ca>>
Sent: Monday, January 18, 2021 11:32 AM
To: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca<mailto:Brian.Laghi@pco-bcp.gc.ca>>
Cc: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca<mailto:Vanessa.Brochet@pco-bcp.gc.ca>>; Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca<mailto:Monique.Oliveira@pco-bcp.gc.ca>>
Subject: Motion - classification of documents

Hello Brian,

We have a question regarding the documents that you have reviewed for COMMS. You have classified the documents as Protected C and as Confidential. Can you please explain why these documents should be classified as Protected C? I have contacted the QC (Steven Kasouf) and he thinks that the documents should be classified as Protected B at most.

We need a clarification before the documents can be sent to the Law Clerk.

Thank you,
Christine

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Christine Moreau-Tremblay
Paralegal and Operations Coordinator / Parajuriste et coordonnatrice des opérations Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister / Bureau de la conseillère juridque auprès du greffier du Conseil privé et sous-ministre adjointe Privy Council Office Legal Services Sector / Secteur des services juridiques du Bureau du Conseil privé Tel / Tél : 613-957-5282 christine.moreau-tremblay@pco-bcp.gc.ca<mailto:christine.moreau-tremblay@pco-bcp.gc.ca>

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Simmering, William

From: Jeffrey, Tamara
Sent: Monday, January 18, 2021 11:47 AM
To: Laghi, Brian
Cc: Butara, Frank; Rivet, Raymond
Subject: RE: parliamentary request

HI Brian,

I believe you have received a message from Christine from PCO legal ops regarding the documents that you have reviewed for COMMS, in particular those that you may have classified as Protected C and as Confidential. As you may know, a release of records is planned for this week, as such you response to their query as soon as possible will avoid these documents being retracted from the release.

We hope to be in a position to begin the review of protected b and below records that were flagged as requiring redaction shortly. As you may have heard on the call, a pilot test was conducted with one department to ensure the NUIX coding worked as we anticipated. I will advise as soon as possible when assignments will begin in this next phase.

Thank you,

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted] s.16(2)
Tamara.Jeffrey@pco-bcp.gc.ca

From: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>
Sent: Monday, January 18, 2021 11:37 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: parliamentary request

Good morning Tamara:
It's Brian Laghi here, one of the SME's responsible for the communications side of PCO. I'm also looping in Ray and my colleague, Frank Butara, who is also an SME.
Frank and I have completed the initial triage (save for the secret files) over the holidays. We are wondering what our next role is in the process (if any). I take it our coded documents have not been transferred to another expert?
Forgive me for not having asked during the meeting, but I didn't wish to waste anyone's time if the question was obvious.
Many thanks,
Brian

Brian Laghi
Director General | Directeur général
COVID-19 Communications Planning | Communications en réponse à la COVID-19 (Planifications)
PCO Response Communications Unit | L'unité des communications d'intervention spéciale du BCP
Privy Council Office | Bureau du Conseil Privé

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s.16(2)

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Simmering, William

From: Mondou, Isabelle
Sent: Tuesday, January 19, 2021 6:59 PM
To: McCowan, Ian
Subject: COVID motion narrative (12-01-21)
Attachments: COVID motion narrative - DRAFT comms product - 19 01 2020 (2) - clean.docx

Ian:

As discussed.

From: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Sent: Tuesday, January 19, 2021 4:03 PM
To: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Cc: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>
Subject: RE: COVID motion narrative (12-01-21)

Hi Isabelle,

As requested, here is an updated "narrative" (in bullet format). We took out a lot of the technical information, editing the doc for plain language. As you will see, the document is much shorter, but still captures all the key points. Policy can add to this document if they feel some key details were removed.

Let us know if adjustments are needed. Thanks to Jordan for his work on this!

Frank

Frank Butara
Privy Council Office / Bureau du Conseil privé
Mobile: [redacted]

s.16(2)

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House Motion for the Production of Documents

DRAFT Communication Narrative

Context

- On October 26, the House of Commons adopted a motion that includes an order for the production of government documents in areas related to public health and the COVID-19 response.

- The areas of focus implicate a range of departments, and include plans and preparations related to COVID-19 testing products and PPE, the Global Public Health Information Network (GPHIN) and related communications with the WHO, the COVID-19 Vaccine Task Force and its subcommittees and the Government of Canada's vaccine distribution and monitoring strategy.

Guidance and execution

- Following the adoption of the motion, PCO issued rounds of guidance to departments to coordinate the response and ensure clarity of the parameters of the request, the first clarifying the objective of being as responsive as possible to the request.

- PCO also undertook an initiative to better understand the magnitude of the order by engaging departments on estimates of total number of pages likely to be produced (initially estimated at upwards of 15,000,000 pages).

- Based on this initiative and given the volume of implicated documents, PCO issued additional guidance to departments on November 6 on the use of e-Discovery document review platform Ringtail, and on November 13 directed departments to begin submitting documents to the Department of Justice for uploading to the platform, noting the exclusion of Confidential Business Information (CBI).

- PCO provided further guidance on December 21 to guide departments on the use of tools in Ringtail to examine documents containing sensitive information (including Cabinet confidences, advice to ministers, national security and personal information, and information potentially injurious to FPT relations, international relations or third party).

Government efforts and resources

- Over 650 employees at various levels and classifications have supported this initiative to date and, while departments continue to make best efforts to provide as much information as quickly as possible, the scale of this undertaking has introduced a significant additional workload on organizations already pushing their existing capacities.

- In addition to ad hoc working groups, the Assistant Secretary, Parliamentary Affairs, has convened regular meetings since October with Assistant Deputy Ministers from key implicated departments (notably HC, PHAC, PSPC and ISED) to support a timely and coherent approach.

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- Subject matter experts from across departments have been identified to review and highlight sensitive information, with quality control assessments conducted before submission to departmental senior managers, and complemented by a Production Quality Control Platform launched by the Department of Justice.

- Departments have thus far focused efforts on records containing non-sensitive information and are currently examining remaining documents for information the disclosure of which would not be in the public interest, ensuring compliance with contractual obligations to safeguard CBI.

- On December 7 and 15 and January 8, the Government transmitted to the Law Clerk 16,000 pages of relevant records that did not contain sensitive information. The Prime Minister's Office and implicated Ministers' Offices have also provided records. In total, approximately 30,000 pages have been submitted so far.

- As of January 12, 58,323 unique protected B or lower documents totaling 396,094 pages have been uploaded to Ringtail, 88% of which have undergone an initial assessment of whether they contain sensitive information. The initial review process has resulted in 17,155 documents (33% of all documents) being flagged as requiring redaction, and 27,951 documents (54%) determined to be out of the scope of the motion.

- The final number of pages is difficult to determine due to duplication, redactions and exclusions, but translation costs are estimated at $16 million minimum.

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Simmering, William

From: Mondou, Isabelle
Sent: Tuesday, January 19, 2021 6:59 PM
To: McCowan, Ian
Subject: COVID motion narrative (12-01-21)
Attachments: COVID motion narrative - DRAFT comms product - 19 01 2020 (2) - clean.docx

Ian:

As discussed.

From: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Sent: Tuesday, January 19, 2021 4:03 PM
To: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Cc: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>
Subject: RE: COVID motion narrative (12-01-21)

Hi Isabelle,

As requested, here is an updated "narrative" (in bullet format). We took out a lot of the technical information, editing the doc for plain language. As you will see, the document is much shorter, but still captures all the key points. Policy can add to this document if they feel some key details were removed.

Let us know if adjustments are needed. Thanks to Jordan for his work on this!

Frank

s.16(2)

Frank Butara
Privy Council Office / Bureau du Conseil privé
Mobile: [redacted]

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- In addition to ad hoc working groups, the Assistant Secretary, Parliamentary Affairs, has convened regular meetings since October with Assistant Deputy Ministers from key implicated departments (notably HC, PHAC, PSPC and ISED) to support a timely and coherent approach.

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- Subject matter experts from across departments have been identified to review and highlight sensitive information, with quality control assessments conducted before submission to departmental senior managers, and complemented by a Production Quality Control Platform launched by the Department of Justice.

- Departments have thus far focused efforts on records containing non-sensitive information and are currently examining remaining documents for information the disclosure of which would not be in the public interest, ensuring compliance with contractual obligations to safeguard CBI.

- On December 7 and 15 and January 8, the Government transmitted to the Law Clerk 16,000 pages of relevant records that did not contain sensitive information. The Prime Minister's Office and implicated Ministers' Offices have also provided records. In total, approximately 30,000 pages have been submitted so far.

- As of January 12, 58,323 unique protected B or lower documents totaling 396,094 pages have been uploaded to Ringtail, 88% of which have undergone an initial assessment of whether they contain sensitive information. The initial review process has resulted in 17,155 documents (33% of all documents) being flagged as requiring redaction, and 27,951 documents (54%) determined to be out of the scope of the motion.

- The final number of pages is difficult to determine due to duplication, redactions and exclusions, but translation costs are estimated at $16 million minimum.

Pages 1118 to / à 1120

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pages 1115 to / à 1117

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Simmering, William

From: Cintrat, Jean
Sent: Wednesday, January 20, 2021 12:55 PM
To: Neilson, David
Subject: RE: PMO Material

Yes he is. Give me a call when you can, I have a few things of interest for you.

-----Original Message-----
From: Neilson, David <David.Neilson@pco-bcp.gc.ca>
Sent: Wednesday, January 20, 2021 12:33 PM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: RE: PMO Material

s.19(1)

Hi Jean,

Just to confirm, it's [redacted] in PMO?

Thanks,

David

-----Original Message-----
From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Tuesday, January 19, 2021 10:46 PM
To: Neilson, David <David.Neilson@pco-bcp.gc.ca>
Subject: RE: PMO Material

Of course, thanks. BTW I have to swing by [redacted]'s office tomorrow and was going to ask him whether they had completed their collection. I had not heard back since our visit.

-----Original Message-----
From: Neilson, David <David.Neilson@pco-bcp.gc.ca>
Sent: Tuesday, January 19, 2021 10:41 PM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: PMO Material

Hi Jean,

We have been exploring different options for the review of records and are facing some challenges. I met with IT today to further discuss options for reviewing secret documents. I'm going to contact PMO tomorrow, unless you have any objections, to see exactly how many secret documents they have and how much we can take over their boardroom.

Thanks!

David

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David Neilson
Executive Director ATIP/IM

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Simmering, William

From: Kasouf, Steven
Sent: Wednesday, January 20, 2021 1:55 PM
To: McKay, Cameron
Subject: RE: Regular SME-QC Reviewer Call Notes
Attachments: Regular SME-QC Reviewer Call Notes.docx - with SK comments.docx

Ok I added "to the Law Clerk" for the page count so people know what it is. Everything else looks good. If you could please send the attached to James Stringham for posting to the Justice COVID channel that would be greatly appreciated. You can copy me on the email to him.

Thanks

Steven Kasouf

Deputy Director, Access to Information and Privacy
Privy Council Office / Government of Canada
steven.kasouf@pco-bcp.gc.ca
O: 613-960-4085
F: 613-960-4201

Directeur adjoint, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
steven.kasouf@pco-bcp.gc.ca
B: 613-960-4085
T: 613-960-4201

From: McKay, Cameron <Cameron.McKay@pco-bcp.gc.ca>
Sent: January 20, 2021 12:47 PM
To: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Subject: Regular SME-QC Reviewer Call Notes
Importance: High

Hi Steven,

I have accepted all changes and added minor details for Vanessa's notes (her notes reiterated what was already in the document so there wasn't much to add).

As for Tamara's note about pages, those numbers are the number of pages released to date (and released to the Law Clerk is implied). I left the comment there since I do not have a strong understanding of the motion format, and I can always ask her for more clarity and if those numbers are the same as "page count."

I believe I have made all the suggested changes, however my Microsoft Word review function was acting "funky" today, so please make sure it is up to standards.

Thanks,

Cameron McKay

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Junior ATIP Analyst, Access to Information and Privacy
Privy Council Office / Government of Canada
cameron.mckay@pco-bcp.gc.ca

Analyste junior à l'AIPRP, Accès à l'information et la protection des renseignements personnels
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Regular SME-QC Reviewer Call Notes (10am-11am, Mondays & Thursdays)

- **18/01/2021**
    - General Discussion
        - Maybe change meeting days to Tuesday and Thursday/Friday
            - **Comment: Tuesdays may be hard as COVID Cabinet meetings are every Tuesday**
            - **Decision: Keep as Mondays and Thursdays.**
        - Some SME reviewers cannot see the attachments for certain reasons, but they still need to view the documents, even if they can't see the attachment
            - emails for example
            - **Question: is there any way to see which attachment applies to which email?**
                - Steve K (PCO): has raised family of docs issue, DOJ will explain at next meeting (Jan 21, 2021)
                - If the documents don't go as family to DOJ, and the attachments aren't visible and are sensitive, how can they be reviewed before they are released, so we aren't releasing sensitive information?
                    - Vanessa Brochet (DOJ): It is still under discussion
                        - Vanessa B mentioned they go as a group once all docs (main and attachments) have been reviewed, but she will confirm with James Stringham (DOJ).
                    - The entire family needs to be coded and redacted/cleared before they can move on, each attachment needs to be reviewed
                    - Flag document as missing attachment or parent document, but review the email or the document regardless
        - QCer can't label a document as "QC'd no change" if SME has labelled it as "not sure"
            - Response always has to be "highlights required" or "no highlights required"
            - Failure to do so can cause a duplication of work
        - System should be able to recognize duplicates, but the slightest change in the metadata can cause the system to not recognize it as a duplicate. System removes only exact duplicates.

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- If you find duplicates in the records, label it as "irrelevant" code, with "duplicate" in comments

- OGD Consultations

  - Steve K (PCO): Best to have it at 3rd stage, after QC review of redactions have been identified (this can be discussed if it does not appear to be reasonable)

  - DND Question: only able to consult with one other department, and would have to leave in the comments that they hope to consult with other groups/list multiple departments
    - Multiple OGDs to consult = click on "+" button in OGD box when reviewing for highlights – confirmed Jan 18, 2021 with James S (DOJ) that this is true

  - SME/QC to flag highlights on documents belonging to OGD for OGD consult. Can OGD remove the highlights if they do not apply? – confirmed Jan 18, 2021 with James S (DOJ) that OGD cannot remove highlights recommended by custodian department. They can only add highlights, if necessary, then add comments re: custodian departments highlights so that ADMs/DMs can review at their approval stage.

  - Show a sample review process with consult (screen shots and post to JC-HESA COVID channel) – confirmed Jan 18, 2021 with James S (DOJ) that they can do on screen demo as required for those that are not dialing in. Otherwise, screen shots with examples can be posted to channel

- Q&A

  - Have there been any documents released yet?
    - Tamara Jeffrey (PCO): nothing yet, as the Law Clerk is waiting on translation of records before releasing anything, so that should be after January 25th
    - A fourth set of records will be released to the Law Clerk this week (confirmed Jan 19, 2021 with Tamara J (PCO))

  - What are the timeline and levels of translations expected?
    - Should the department be allocating resources for translation?
    - Translation – when? Who will do it? Tamara J (PCO) mentioned it is unsure at this time. We will ask again at a later date.

  - Is anything with CBI being excluded or consistently redacted?

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- CBI – not to be collected. If in the system flag as irrelevant so it is put aside to be reviewed later (possibly with SECRET docs). Will need to confirm with PSPC and PCO colleagues if it is the entire document or just the specific information

- Questions in comments:
  - What is the general page count, so far for this motion?
    - General page count to date? 1,508 documents representing 16,692 pages in 3 separate batches released to the Law Clerk to date. (confirmed on Jan 19, 2021 with Tamara J (PCO))
  - How does consultation work re: confirmation of Cabinet Confidences? Should each institution consult their own internal JUS/Legal services?
    - Confirmation of Cab con – done by DLSUs? When?
    - This process has not been solved yet and it will be raised to colleagues at PCO and DOJ. (confirmed Jan 19, 2021 with Vanessa B (DOJ))

- How do we access motion channel?
  - Contact covid-motion@justice.gc.ca and they will send you instructions
  - This email is useful for any technical questions as well

Commented [a1]: Cameron – what does this number represent? Pages disclosed to Law Clerk? Or something else?

Page 1128

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Simmering, William

From: Butara, Frank
Sent: Wednesday, January 20, 2021 6:05 PM
To: Mondou, Isabelle; MacKillop, Ken
Cc: Rivet, Raymond; Laghi, Brian
Subject: Fwd: COVID motion

Hi,

FYI -

Frank

Sent from my iPhone

Begin forwarded message:

> **From:** "Cintrat, Jean" <Jean.Cintrat@pco-bcp.gc.ca>
> **Date:** January 20, 2021 at 6:00:17 PM EST
> **To:** "Tessier, Jean" <Jean.Tessier@pco-bcp.gc.ca>, "Butara, Frank" <Frank.Butara@pco-bcp.gc.ca>, "Rivet, Raymond" <Raymond.Rivet@pco-bcp.gc.ca>
> **Subject: COVID motion**
>
> Bonjour, a heads-up that it is possible that the House Law Clerk through the Speaker has tabled today some records in response to the Oct 26 motion for the production of papers relating to the gvt response to COVID-19. For ease of reference the link below will give you access to the PCO records provided to date to the Law Clerk. Until we see the tabling package, we have no way of knowing whether any of the PCO records made it to tabling. We will monitor the House Journals accordingly.
>
> S:\Documents-Protected_B-Protected_A-Unclassified\PCO documents released to date

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Simmering, William

From: Butara, Frank
Sent: Wednesday, January 20, 2021 6:04 PM
To: Cintrat, Jean
Cc: Tessier, Jean; Rivet, Raymond
Subject: Re: COVID motion

Thanks Jean.

Frank

Sent from my iPhone

On Jan 20, 2021, at 6:00 PM, Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca> wrote:

Bonjour, a heads-up that it is possible that the House Law Clerk through the Speaker has tabled today some records in response to the Oct 26 motion for the production of papers relating to the gvt response to COVID-19. For ease of reference the link below will give you access to the PCO records provided to date to the Law Clerk. Until we see the tabling package, we have no way of knowing whether any of the PCO records made it to tabling. We will monitor the House Journals accordingly.

S:\Documents-Protected_B-Protected_A-Unclassified\PCO documents released to date

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Simmering, William

From: Kasouf, Steven
Sent: Thursday, January 21, 2021 12:21 PM
To: Cintrat, Jean; Mulkins, Marta; Jeffrey, Tamara
Cc: McKay, Cameron
Subject: COVID Motion Consultations with FPT and 3rd parties

Good afternoon colleagues,

A question came up today at the SME-QC call about FPT and 3rd party consultations. We have talked about (and seemingly have confirmed) that we will do OGD consultations after the SMEs & QCers have done their highlights on the documents so that OGDs can review what the custodian departments have recommended (if any), apply their own highlights and comments (including whether they agree with the custodian department's highlights) before coming back to the custodian department for approval by ADMs, etc. However, is there a process where we should engage FPTs and Third Parties (where applicable) on records originating from them. To date I'm not sure if there are any docs originating from them, but thought to ask you in the event there is a necessity to do so. Will we follow the same process as above or will is be simply up to us all to apply FPT and Third Party highlights?

Thanks

Steven Kasouf

Deputy Director, Access to Information and Privacy
Privy Council Office / Government of Canada
steven.kasouf@pco-bcp.gc.ca
O: 613-960-4085
F: 613-960-4201

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COVID Motion SME/QC Agenda / Motion COVID EM/CQ Ordre du jour

Thursday, January 21, 2021 / le jeudi 21 janvier 2021

Item	Subject	Lead
1	Introduction	PCO – Steven Kasouf
2	Key contacts / *contacts clés:* James Stringham (DOJ) – Ringtail/ NUIX Annie Plouffe (PSPC) – CBI COVID Motion Leads (see Annex A) Steven Kasouf (PCO) – Coordination of regular SME/QC calls	PCO – Steven Kasouf
3	Recap of previous meeting with answers to questions	PCO – Steven Kasouf DOJ – James Stringham
4	OGD consultations – decision time	All
5	Q & A	All
6	Closing remarks, next meeting	PCO – Steven Kasouf

ANNEX A

Department	**Contact**
PCO – Privy Council Office	Tamara Jeffrey Email: tamara.jeffrey@pco-bcp.gc.ca Phone : 613-314-0542
*HC - Health Canada	Laurent Gémar Email: **laurent.gemar@canada.ca** Cell 613-219-7802
CBSA - Canadian Board Service Agency	Joseph (Yves) Lessard Email: **Joseph.lessard@cbsa-asfc.gc.ca** Note: CBSA only had one document which has been pushed through and approved so they are not reviewing in the database. **No need to send updates.**
DND - Department of National Defence	Lisa Carozza Email: **LISA.CAROZZA@forces.gc.ca**
FINANCE - Department of Finance Canada)	Chantel Lavoie Email: **chantal.lavoie@canada.ca**
GAC - Global Affairs Canada	Laura Riggs Email: **Laura.Riggs@international.gc.ca**

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COVID Motion SME/QC Agenda / Motion COVID EM/CQ Ordre du jour

Thursday, January 21, 2021 / le jeudi 21 janvier 2021

IRCC - Immigration, Refugees and Citizenship Canada	Marc-Andre Bernard Email: **Marc-Andre.Bernard@cic.gc.ca**
ISC - Indigenous Services Canada	Salem, Nicole Email: **nicole.salem@canada.ca**
ISED - Innovation, Science and Economic Development Canada	Tanya Guay Email: **tanya.guay@canada.ca**
JUS - Department of Justice	Lise Léon Email: **lise.leon@justice.gc.ca**
NRC - National Research Council	Maria Krioutchkova Email: **maria.krioutchkova@nrc-cnrc.gc.ca**
PS - Public Safety Canada	Susan Nadon Email: **susan.nadon@canada.ca**
PSPC - Public Service and Procurement Canada	Benjamin Woodman Email: **Benjamin.Woodman@tpsgc-pwgsc.gc.ca**
TBS - Treasury Board of Canada Secretariat	Irene Tsompanellisa Email: **Irene.Tsompanellis@tbs-sct.gc.ca** Also please cc Natalie Acres **Natalie.Acres@tbs-sct.gc.ca**
TC - Transport Canada	Justin Bernard Email: **Justin.Bernard@tc.gc.ca**

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Simmering, William

From: Acres, Natalie <Natalie.Acres@tbs-sct.gc.ca>
Sent: Thursday, January 21, 2021 12:03 PM
To: Keon, Josh (FIN); DEIRDRA.FINN@forces.gc.ca; Richardson, Cynthia (HC/SC); Wallace, Karen; Neilson, David; CHRISTINE.MOORE@forces.gc.ca; Annie.Plouffe@tpsgc-pwgsc.gc.ca; Nicholson, Mary (VAC/ACC); Parsons, Chris (IC); Krioutchkova, Maria; Melchin, Derek (PS/SP); Sanjay.Vachali@tpsgc-pwgsc.gc.ca; Meredith, Anik; Lise.Leon@justice.gc.ca; LISA.CAROZZA@forces.gc.ca; Lavoie, Chantal (FIN)
Subject: RE: FYI - links to Content that was tabled for COVID HESA Motion

UNCLASSIFIED / NON CLASSIFIÉ

Very helpful. Thanks Josh.

Natalie

From: Keon, Josh (FIN) <josh.keon@canada.ca>
Sent: January 21, 2021 12:00 PM
To: Acres, Natalie <Natalie.Acres@tbs-sct.gc.ca>; DEIRDRA.FINN@forces.gc.ca; Richardson, Cynthia (HC/SC) <cynthia.richardson@canada.ca>; Wallace, Karen <Karen.Wallace@justice.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>; CHRISTINE.MOORE@forces.gc.ca; Annie.Plouffe@tpsgc-pwgsc.gc.ca; Nicholson, Mary (VAC/ACC) <mary.nicholson@canada.ca>; Parsons, Chris (IC) <chris.parsons@canada.ca>; Krioutchkova, Maria <Maria.Krioutchkova@nrc-cnrc.gc.ca>; Melchin, Derek (PS/SP) <derek.melchin@canada.ca>; Sanjay.Vachali@tpsgc-pwgsc.gc.ca; Meredith, Anik <Anik.Meredith@tbs-sct.gc.ca>; Lise.Leon@justice.gc.ca; LISA.CAROZZA@forces.gc.ca; Lavoie, Chantal (FIN) <chantal.lavoie@canada.ca>
Subject: FYI - links to Content that was tabled for COVID HESA Motion

Hi everyone,

Our Parliamentary Affairs colleagues just shared the following:

Please find below the links to documents tabled to date by the Speaker.
Veuillez trouver plus bas les liens vers les documents déposés à ce jour par le Président.

https://www.ourcommons.ca/content/Committee/Motion2020-10-26/index-e.html

https://www.noscommunes.ca/content/Committee/Motion2020-10-26/index-f.html

Thanks.

Josh Keon

Director
Access to Information and Privacy Division, Consultations and Communications Branch
Department of Finance Canada / Government of Canada
Josh.Keon@Canada.ca / Tel: [redacted] s.16(2)
Directeur

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Division de l'Accès à l'information et protection des renseignements personnels, Direction des consultations et communications
Ministère des Finances Canada / Gouvernement du Canada
Josh.Keon@Canada.ca / Tél: [redacted]

s.16(2)

Department of Finance Canada | Ministère des Finances Canada | Canada

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Simmering, William

From: Cintrat, Jean
Sent: Thursday, January 21, 2021 11:02 AM
To: Halucha, Paul; Henry, Barbara; Robinson, Jodi; Setlakwe, Lisa; Schwendt, Steven; Shannon, Tara; Bouchard, Chantal; Blanchard, Dominique; Wong-Fortin, Bonny; Baird, Louise; Lynch, Matthew; Brochet, Vanessa; Roussy, Daniel; van Dieen, Jodie; Merissa, Rahel; Bisson, Melissa; Butara, Frank; Rivet, Raymond; Tessier, Jean; Chretien, Kimberley; Muir, Alexandra; Malone, Lorna; Champoux, Elizabeth; Adler, Jeremy; Harty, Siobhan; Brunelle-Côté, Antoine; MacKillop, Ken; Perreault, Claudie; Bowles, Louise; Fung, Jennifer; Fee, Stuart; Neilson, David; Kasouf, Steven
Cc: Jeffrey, Tamara; Mulkins, Marta; Welbourne, Maia; McAdam, Ryan
Subject: Oct 26 motion COVID-19

Please find below the links to documents tabled to date by the Speaker.
Veuillez trouver plus bas les liens vers les documents déposés à ce jour par le Président.

https://www.ourcommons.ca/content/Committee/Motion2020-10-26/index-e.html

https://www.noscommunes.ca/content/Committee/Motion2020-10-26/index-f.html

Jean Cintrat
Directeur des Opérations, Affaires parlementaires
Bureau du Conseil privé / Gouvernement du Canada
Director of Operations, Parliamentary Affairs
Privy Council Office / Government of Canada
jean.cintrat@pco-bcp.gc.ca

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Simmering, William

From: Kasouf, Steven
Sent: Thursday, January 21, 2021 4:54 PM
To: Stringham, James; Cintrat, Jean; Jeffrey, Tamara
Cc: Brochet, Vanessa; Covid-Motion; McKay, Cameron; JUS.L OTT EvMT Hesa Support OTT L.JUS
Subject: RE: [redacted]

s.23

[redacted]

Thanks!

Steven Kasouf

Deputy Director, Access to Information and Privacy
Privy Council Office / Government of Canada
steven.kasouf@pco-bcp.gc.ca
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F: 613-960-4201

Directeur adjoint, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
steven.kasouf@pco-bcp.gc.ca
B: 613-960-4085
T: 613-960-4201

From: Stringham, James <James.Stringham@justice.gc.ca>
Sent: January 21, 2021 4:48 PM
To: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Covid-Motion <Covid-Motion@justice.gc.ca>; McKay, Cameron <Cameron.McKay@pco-bcp.gc.ca>; JUS.L OTT EvMT Hesa Support OTT L.JUS <EvMT_Hesa_Support@justice.gc.ca>
Subject: RE: [redacted]

Hi Steven,

s.23

[redacted]

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s.23

[redacted]

James

From: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Sent: January-21-21 4:10 PM
To: Stringham, James <James.Stringham@justice.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Brochet, Vanessa (CEAA) <vanessa.brochet@pco-bcp.gc.ca>; Covid-Motion <Covid-Motion@justice.gc.ca>; McKay, Cameron <Cameron.McKay@pco-bcp.gc.ca>; Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Subject: [redacted]

Hi James, Jean and Tamara,

s.23

[redacted]

Thanks

Steven Kasouf

Deputy Director, Access to Information and Privacy
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steven.kasouf@pco-bcp.gc.ca
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Directeur adjoint, Accès à l'information et la protection des renseignements personnels
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steven.kasouf@pco-bcp.gc.ca
B: 613-960-4085
T: 613-960-4201

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Simmering, William

From: Kasouf, Steven
Sent: Friday, January 22, 2021 6:10 PM
To: McKay, Cameron
Subject: RE: Final Version of Monday Call Notes

Looks good to go. Thanks and have a great weekend!

Steven Kasouf

Deputy Director, Access to Information and Privacy
Privy Council Office / Government of Canada
Tel: 613-960-4085
Fax: 613-960-4201
steven.kasouf@pco-bcp.gc.ca

Directeur adjoint, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
Tél: 613-960-4085
Télécopieur: 613-960-4201
steven.kasouf@pco-bcp.gc.ca

From: McKay, Cameron <Cameron.McKay@pco-bcp.gc.ca>
Sent: Friday, January 22, 2021 8:35 AM
To: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Subject: Final Version of Monday Call Notes
Importance: High

Hi Steven,

My apologies for not getting this to you last night, I had a prior engagement at 5pm.

Here is the final version of the notes, let me know when to send them to the COVID Motion email and James S.

All the best,

Cameron McKay

Junior ATIP Analyst, Access to Information and Privacy
Privy Council Office / Government of Canada
cameron.mckay@pco-bcp.gc.ca

Analyste junior à l'AIPRP, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
cameron.mckay@pco-bcp.gc.ca

- **21/01/2021**
    - General Discussion:

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- Recap of Jan 18, 2021 Call:

  - Meeting dates will remain Monday, Thursday

  - SME Reviewers cannot see attachments, family of docs issue raised
    - James S (DOJ) explained issue during call
    - SMEs don't have access to entire family of documents at same time
    - Attempt to avoid people coding context document outside of their scope/assignment
      - This can cause coding errors or duplication of others' assignments
    - We are trying to reduce the chances of people duplicating so QC reviewers have permissions to view family of documents but not SMEs
      - If you need context documents, then code as "not sure"
      - The QC will review as they have permissions to view the families of documents
      - Injury Evaluation Team (IET), to be determined departmentally who will be on this team, will review for injury and they should be able to view the documents assembled as a family at that time.

  - System cannot find near duplicates
    - Comment: would be good to know who will be ensuring the imperfect duplicates (not identified by NUIX), and consistency of information
    - James S (DOJ): can identify near duplicates in a sense, only documents that bear alikeness
      - Ex. 5 drafts of a document and a final version will be identified in a cluster
      - QC should be able to see all documents and near duplicates spread across the department branches
      - James S (DOJ): we call those documents "near duplicates". The best placed to find these documents are the 1st level SMEs and QCers. We are using "conceptual clustering" to group like documents together in your assignments. If there are several variants of the same document (e.g. drafts leading to final version) then these should show up in the same assignment. That said, for large organizations where their document collections have been broken down into branches, the SME will not see near duplicates that come from other branches. That will be done at the QC level, as they will see documents from across branches.

  - Tamara J (PCO): some documents were released to the committee yesterday
    - Nearing the 20,000 page mark

  - CBI not to be collected: highlight and note so it doesn't get included into the motion
    - Need to touch base with PCO PSPC
    - James S (DOJ) "the whole document" is excluded if there is any CBI

- <u>Other Topics:</u>

  - OGD Consultations

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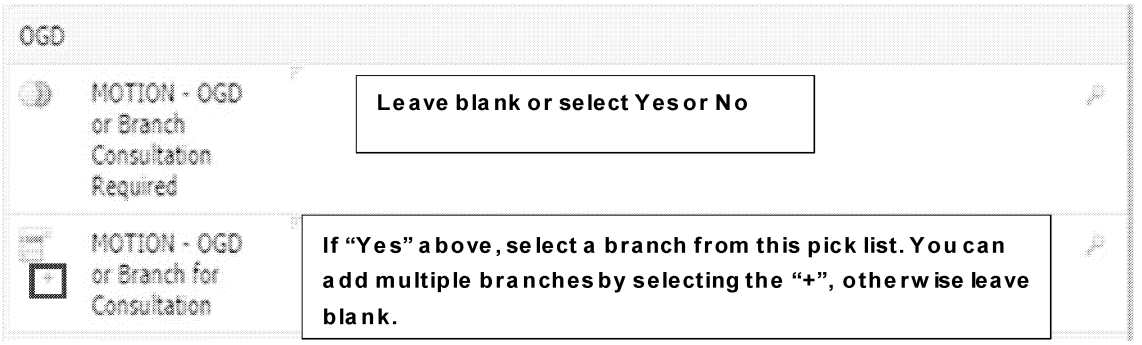
- The best way to do it: have it at the 3rd stage of the review (after highlights and QC review)
- Cannot remove redactions at OGC consultation stage (can only make comments)
- OGD cannot remove highlights at consultation stage (can only make comments on the highlights as well as suggest other highlights)
- If custodian department thinks there is anything to note, flag it
- Labelling more than one document for multiple OGDs
    - Can hit the "+" button (same process applies for adding comments)
    - On-screen demo from Irene Pozzolo (DOJ) (see below)



NOTE: This can be done with any field that shows the plus - it means you have permission to add a new entry without overwriting the existing ones.

- FPT and Third Party consultations
    - Is there a process for consulting with FPTs/Third Parties for documents originating from them?
    - Steven K (PCO) will talk to PCO colleagues about those consultations - confirmed with Tamara J that this is on the radar and is being discussed

▪ Cabinet confidences: If there is any possible Cabinet confidence, change classification to SECRET
- Process for confirming Cabinet confidences is being discussed; whether it should be done at OGD consultation stage or done by SME/QCers with their LSUs on an as needed basis when a document shows up requiring confirmation of Cab con before clearing their assignments

○ <u>Q&A</u>

▪ Title of documents
- Question about accessing title of all documents, as a list for a binder for review (James S (DOJ) confirmed he will assist)

▪ Timeline: no timeline just yet
- Tamara J (PCO): still ongoing discussion, at this point just complete work ASAP

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Simmering, William

From: Mondou, Isabelle
Sent: Friday, January 22, 2021 11:47 PM
To: McCowan, Ian; Tremblay, Christyne; Welbourne, Maia
Cc: Fee, Stuart
Subject: Health Motion - G&M Media Call

FYI. Here's the response provided by the Government House Leader's Office to the Globe and Mail inquiry below:

« We are committed to providing Members of Parliament with the thousands of requested documents as quickly as possible so that the Health committee can undertake its important, independent work on studying Canada's response to the COVID-19 pandemic. This transparent undertaking has resulted in thousands of pages, including 3,000 pages from the Prime Minister's Office, already being shared with the Law Clerk and Parliamentary Counsel, a part of which is still with his office for review.

In that spirit, and in full compliance with the House of Commons motion, we have provided documents in the language in which they exist to the Law Clerk and Parliamentary Counsel before he tables them, considering the role that members have given him in reviewing these records.

We take protecting Canada's official languages and upholding the Official Languages Act very seriously, and we know that the Law Clerk and Parliamentary Counsel will continue to do the same in the execution of his duties. Should he require additional assistance with the translation of the documents, he is able to request this assistance through the House of Commons Board of Internal Economy, and we are certain that members from the Government caucus would be happy to consider any request that he makes.

We will continue to comply with the order of the House of Commons to provide documents to the office of the Law Clerk and Parliamentary Counsel in a timely manner as they become available. »

---

s.19(1)

Media/Reporter: Globe and Mail ([redacted])

Deadline to reporter: Today, Jan 22 2020 @ 4pm sharp.

Impact: HIGH (1)

Complexity: HIGH (1)

Background: We are planning to write about the recently released "lessons learned" audit document https://ourcommons.azureedge.net/data/Motion2020-10-26/2021-01-20-SPDP-8550-432-2/HESA_PHAC-ASPC_0000186_E.pdf , which outlines many shortcomings of the agency's COVID-19 response and suggests Dr. Tam was frustrated at times that she would receive inaccurate or out-of-date information from her officials.

Questions and answers:

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Q1. Can someone please provide a comment in response to the audit's findings and indicate whether any changes were approved in light of these findings?

Q2. Also, the House of Commons Clerk says the government did not release the required documents in both official languages, which is causing delays. Why didn't PHAC and HC translate the documents? Roughly how many more documents does HC and PHAC expect to provide the House of Commons in response to the October motion?

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Simmering, William

From: Mondou, Isabelle
Sent: Friday, January 22, 2021 11:48 PM
To: Baldwin, Andrew
Cc: Butara, Frank; MacKillop, Ken
Subject: Re: HEADS UP: G&M Media Call Due 4:00 pm today

Much appreciated Andrew. Thanks for closing the loop.

Sent from my BlackBerry 10 smartphone on the Bell network.

From: Baldwin, Andrew
Sent: Friday, January 22, 2021 11:02 PM
To: Mondou, Isabelle
Cc: Butara, Frank; MacKillop, Ken
Subject: Re: HEADS UP: G&M Media Call Due 4:00 pm today

Hi again, and sorry for the late email.

Here's the response provided by the Government House Leader's Office:

> « We are committed to providing Members of Parliament with the thousands of requested documents as quickly as possible so that the Health committee can undertake its important, independent work on studying Canada's response to the COVID-19 pandemic. This transparent undertaking has resulted in thousands of pages, including 3,000 pages from the Prime Minister's Office, already being shared with the Law Clerk and Parliamentary Counsel, a part of which is still with his office for review.
>
> In that spirit, and in full compliance with the House of Commons motion, we have provided documents in the language in which they exist to the Law Clerk and Parliamentary Counsel before he tables them, considering the role that members have given him in reviewing these records.
>
> We take protecting Canada's official languages and upholding the Official Languages Act very seriously, and we know that the Law Clerk and Parliamentary Counsel will continue to do the same in the execution of his duties. Should he require additional assistance with the translation of the documents, he is able to request this assistance through the House of Commons Board of Internal Economy, and we are certain that members from the Government caucus would be happy to consider any request that he makes.
>
> We will continue to comply with the order of the House of Commons to provide documents to the office of the Law Clerk and Parliamentary Counsel in a timely manner as they become available. »

Andrew Baldwin

Senior Analyst
Privy Council Office

s.16(2)

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Sent from my iPhone

On Jan 22, 2021, at 6:25 PM, Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca> wrote:

Thanks.

From: Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>
Sent: Friday, January 22, 2021 6:20 PM
To: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Cc: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Subject: RE: HEADS UP: G&M Media Call Due 4:00 pm today

Min. Serve is trying to get their hands on it for us. I'll circulate if they have any success – otherwise, I guess I'll be searching for Bill Curry's byline tomorrow too.

From: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Sent: Friday, January 22, 2021 6:15 PM
To: Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>
Cc: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Subject: RE: HEADS UP: G&M Media Call Due 4:00 pm today

Thanks. Will read the news then. ☺

From: Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>
Sent: Friday, January 22, 2021 6:12 PM
To: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Cc: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Subject: RE: HEADS UP: G&M Media Call Due 4:00 pm today

I haven't. Health Canada directed the G&M to follow-up with the Government House Leader's Office; the political offices decided GHL would field Q2.

From: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Sent: Friday, January 22, 2021 6:11 PM
To: Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>
Cc: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Subject: RE: HEADS UP: G&M Media Call Due 4:00 pm today

Have we seen the response to Q2?

s.19(1)

From: Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>
Sent: Friday, January 22, 2021 4:24 PM
To: [redacted]@pmo-cpm.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; [redacted]@pmo-cpm.gc.ca>; [redacted]@pmo-cpm.gc.ca>; [redacted]@pmo-cpm.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; [redacted]@pmo-cpm.gc.ca>
Cc: [redacted]@pmo-cpm.gc.ca>; [redacted]@pmo-

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cpm.gc.ca>; Binnie, Kate <Kate.Binnie@pco-bcp.gc.ca>; Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Martel, Camille <Camille.Martel@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; [redacted]@pmo-cpm.gc.ca>; [redacted]@pmo-cpm.gc.ca>; [redacted]@pmo-cpm.gc.ca>; [redacted]@pmo-cpm.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Jackson, Heidi <Heidi.Jackson@pco-bcp.gc.ca>; Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>; [redacted]@pmo-cpm.gc.ca> s.19(1)

Subject: Re: HEADS UP: G&M Media Call Due 4:00 pm today

Hi again,

As we're past the deadline, HC advises they'll be closing with the response below at 4:30.

Thanks,

Andrew Baldwin

Senior Analyst
Privy Council Office
[redacted] s.16(2)

Sent from my iPhone

> On Jan 22, 2021, at 3:46 PM, Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca> wrote:
>
> Hi again,
>
> As per my previous heads up, please see the response from HC.
>
> It was approved by the CPHO and the President and shared with MinO. Note that HC MinO confirmed that Govt House Leader will respond to Q2.
>
> Please review ASAP! Deadline is firm for 4pm.
>
> ---
>
> **Media/Reporter:** Globe and Mail ([redacted]) s.19(1)
>
> **Deadline to reporter:** Today, Jan 22 2020 @ 4pm sharp.
>
> **Impact:** HIGH (1)
>
> **Complexity:** HIGH (1)
>
> **Background:** We are planning to write about the recently released "lessons learned" audit document https://ourcommons.azureedge.net/data/Motion2020-10-26/2021-01-20-SPDP-8550-432-2/HESA_PHAC-ASPC_0000186_E.pdf , which outlines many

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shortcomings of the agency's COVID-19 response and suggests Dr. Tam was frustrated at times that she would receive inaccurate or out-of-date information from her officials.

Questions and answers:

Q1. Can someone please provide a comment in response to the audit's findings and indicate whether any changes were approved in light of these findings?
Protecting the health and safety of all Canadians is the Government of Canada's top priority.

The Public Health Agency of Canada (PHAC) regularly takes stock of how effectively it is delivering on its mandate, including keeping Canadians safe and healthy through leadership, partnerships, innovation, communication and action in public health.

This initiative was launched by PHAC's management with the intended purpose of identifying best practices, challenges and opportunities for improvement in support of Canada's ongoing response to COVID-19.

Findings from the report have already resulted in enhancements in the management of the response and will inform future strategic planning activities and policy decisions for PHAC, along with other audits, evaluations and further lessons learned from the response to COVID-19.

PHAC's response, including its guidance and advice, has evolved during the pandemic. It has been, and continues to be informed by the latest available scientific evidence, epidemiology and expert opinion, which can change as new information becomes available.

Q2. Also, the House of Commons Clerk says the government did not release the required documents in both official languages, which is causing delays. Why didn't PHAC and HC translate the documents? Roughly how many more documents does HC and PHAC expect to provide the House of Commons in response to the October motion?

Please refer this question to the Government House Leader.

Q3. there is a line in the audit report that is not explained:

"This was often a vicious circle. The more she adapted the work herself to suit her communication style and the technical information required for the situation, the less time she had to provide feedback on what she needed. It is widely known that the CPHO worked seven days a week, and up to 20 hours a day, to prepare for the following day. This is problematic and unsustainable on multiple levels, and was enhanced by the other considerable pressures on her office (like the need for enhanced security).

Why did Dr. Tam's office need enhanced security? What is that line referencing?

For security reasons, we will not comment.

s.19(1)

From: [redacted]@pmo-cpm.gc.ca>
Sent: Friday, January 22, 2021 1:38 PM
To: Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>
Cc: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; [redacted]

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s.19(1)

[redacted]@pmo-cpm.gc.ca>; [redacted]@pmo-cpm.gc.ca> [redacted]@pmo-cpm.gc.ca> [redacted]@pmo-cpm.gc.ca>; [redacted]@pmo-cpm.gc.ca>; [redacted]@pmo-cpm.gc.ca>; Binnie, Kate <Kate.Binnie@pco-bcp.gc.ca>; Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Martel, Camille <Camille.Martel@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; [redacted]@pmo-cpm.gc.ca>; [redacted]@pmo-cpm.gc.ca>; [redacted]@pmo-cpm.gc.ca>; [redacted]@pmo-cpm.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Jackson, Heidi <Heidi.Jackson@pco-bcp.gc.ca>; Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>; [redacted] <[redacted]@pmo-cpm.gc.ca>
Subject: Re: HEADS UP: G&M Media Call Due 4:00 pm today

Adding [redacted]

On Jan 22, 2021, at 12:38 PM, Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca> wrote:

Good afternoon,

Please be advised that Health Canada has received the following media call from [redacted] at the Globe and Mail. He is publishing for Saturday's paper. **Deadline to the reporter is 4pm**.

HC Media relations will work with appropriate program areas and CPHO to develop a response.

Please note that turnaround will be tight should you wish to provide input into the response.

Thanks,

Andrew

Andrew Baldwin
Senior Analyst
Communications & Consultations
Privy Council Office / Bureau du Conseil privé
85 rue Sparks Street, Ottawa, ON, K1A 0A3
O. 613-957-5426 / C. [redacted]
andrew.baldwin@pco-bcp.gc.ca

s.16(2)

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s.19(1)

Media/Reporter: Globe and Mail ([redacted])

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Deadline to reporter: Today, Jan 22 2020 @ 4pm sharp.

Impact: HIGH (1)

Complexity: HIGH (1)

Background: We are planning to write about the recently released "lessons learned" audit document https://ourcommons.azureedge.net/data/Motion2020-10-26/2021-01-20-SPDP-8550-432-2/HESA_PHAC-ASPC_0000186_E.pdf , which outlines many shortcomings of the agency's COVID-19 response and suggests Dr. Tam was frustrated at times that she would receive inaccurate or out-of-date information from her officials.

Questions and answers:

Q1. Can someone please provide a comment in response to the audit's findings and indicate whether any changes were approved in light of these findings?

Q2. Also, the House of Commons Clerk says the government did not release the required documents in both official languages, which is causing delays. Why didn't PHAC and HC translate the documents? Roughly how many more documents does HC and PHAC expect to provide the House of Commons in response to the October motion?

Q3. there is a line in the audit report that is not explained:

"This was often a vicious circle. The more she adapted the work herself to suit her communication style and the technical information required for the situation, the less time she had to provide feedback on what she needed. It is widely known that the CPHO worked seven days a week, and up to 20 hours a day, to prepare for the following day. This is problematic and unsustainable on multiple levels, and was enhanced by the other considerable pressures on her office (like the need for enhanced security).

Why did Dr. Tam's office need enhanced security? What is that line referencing?

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Simmering, William

From: Butara, Frank
Sent: Friday, January 22, 2021 12:48 PM
To: Rivet, Raymond; Bujold, Pierre-Alain; Donovan, John; Laghi, Brian
Cc: Duchesne, Paul; Paxton, Taylor; Boudreau, Sandra; Fenelon, Beatrice; Binnie, Kate
Subject: RE: Motion to Produce
Attachments: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03.docx

We have generic lines that were developed in December. See attached.

Also flagging the media relations protocol in the doc:

MEDIA RELATIONS PROTOCOL

- PCO Media Relations will be the point of contact for media calls about the coordination of the Government's response to the motion.
- Departmental media relations will be responsible for responding to media requests about specific documents, with leads to be determined based on the documents' subject matter.
- All departmental media calls on this issue should be flagged by departmental media relations to the relevant PCO analyst.

Thanks,

Frank

Frank Butara
Privy Council Office / Bureau du Conseil privé
Mobile: [redacted] s.16(2)

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Friday, January 22, 2021 12:02 PM
To: Bujold, Pierre-Alain <Pierre-Alain.Bujold@pco-bcp.gc.ca>; Donovan, John <John.Donovan@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Cc: Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Fenelon, Beatrice <Beatrice.Fenelon@pco-bcp.gc.ca>; Binnie, Kate <Kate.Binnie@pco-bcp.gc.ca>
Subject: RE: Motion to Produce

Thanks. Looping in Brian and Frank as they may have something. I would also observe that there are a number of OPQs being tabled Monday across multiple departments that request information about COVID spending.
RR

From: Bujold, Pierre-Alain <Pierre-Alain.Bujold@pco-bcp.gc.ca>
Sent: 22 janvier 2021 11:43
To: Donovan, John <John.Donovan@pco-bcp.gc.ca>
Cc: Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Fenelon, Beatrice

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<Beatrice.Fenelon@pco-bcp.gc.ca>
Subject: RE: Motion to Produce

Hi John,
We don't have lines, but did respond to a CTV request back in November. Our response is below. I'm looping in Sandra, Taylor, and Raymond, in case they might have lines.

CTV enquiry:
Q: I'm hearing this motion for everything COVID is costing a fortune. Apparently, the gov had to hire a consulting firm, external translators, etc.
Can you give me a rundown of firms that are outsourced, how much they are being paid/budgeted, and what they're doing?

Response:
The Government of Canada is committed to continuing to work with provinces, territories, municipalities, and Indigenous communities to respond to the pandemic and keep Canadians safe and healthy.

We take this motion and the Government of Canada's duty to support the work of House of Commons committees very seriously. The Government of Canada has been actively working to respond to the motion since it was adopted. A number of federal departments have been undertaking thorough reviews of their files to gather the requested documents. Since the beginning of the COVID-19 pandemic, many federal departments have been working to support the Government of Canada's pandemic response. This work has touched on a broad range of important areas, such as healthcare, procurement, and regulations.

As the work of gathering the requested documents is ongoing and due to the large volume of work required, we cannot provide an estimate of the internal or contracted resources implications at this time. Any contracts awarded for external support will be disclosed on departmental proactive disclosure websites and on open.canada.ca

---

From: Donovan, John <John.Donovan@pco-bcp.gc.ca>
Sent: Friday, January 22, 2021 9:57 AM
To: Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Bujold, Pierre-Alain <Pierre-Alain.Bujold@pco-bcp.gc.ca>
Subject: FW: Motion to Produce

Good morning,

Do you folks have MLs on this one? See Q below…

John Donovan
PCO-BCP
613 796- 0530

From: Sepers, Bram (IC) <bram.sepers@canada.ca>
Sent: Friday, January 22, 2021 9:51 AM
To: Donovan, John <John.Donovan@pco-bcp.gc.ca>
Cc: Glendenning, Mark (IC) <mark.glendenning@canada.ca>
Subject: Motion to Produce

Hi John,

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Since documents related to the Motion to Produce Papers related to COVID-19 were tabled yesterday, can you share any reactive lines that you have?

We have reviewed ISED documents and do not see any issues in the current tranche.

Best,

Bram
(613) 293 4275

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Media Lines

Motion on production of documents (COVID-19 pandemic response)

ISSUE

On Oct. 26, 2020, the House of Commons adopted a motion ordering the production of documents related to the federal government's response to the COVID-19 pandemic. The current deadline to submit the documents is Monday, Nov. 30. The Clerk of the Privy Council Office has requested a seven-day extension to December 7, 2020.

These media lines/Qs&As are intended to provide messaging on the whole-of-government response to this motion.

BACKGROUND

On Oct. 26, 2020, the House of Commons adopted a motion ordering the production of documents related to the federal government's response to the COVID-19 pandemic. A number of federal government departments are implicated in the motion, including:

- Health Canada
- Public Health Agency of Canada
- Innovation, Science and Economic Development Canada
- Privy Council Office
- Public Safety Canada
- Public Services and Procurement Canada

Departments are working to retrieve records primarily dating back to January 2018. The documents will be used as part of a health committee study into the federal government's COVID-19 response.

The motion requires the Government of Canada to respond by Nov. 30. It also includes a provision allowing the federal government to request a seven-day extension to that deadline, which has been implicitly granted.

Some stakeholders, including industry organizations, members of the federal vaccine task force, and pharmaceutical companies, have publicly expressed concerns about the motion, citing issues with the potential release of confidential business information and noting that public servants would be required to devote resources to respond to the motion in lieu of supporting ongoing operations. Some have suggested that disclosure of vaccine development program information could compromise the regulatory

DRAFT

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authorization process and threaten both the timely availability of a vaccine for Canadians and the privacy of individuals participating in their studies.

MEDIA LINES

Key messages

- The Government of Canada is committed to continuing to work with provinces, territories, municipalities, Indigenous communities, and the private sector to respond to the pandemic and keep Canadians safe and healthy.

- Since the beginning of the COVID-19 pandemic, many federal departments have been working to support the Government of Canada's pandemic response. This work has touched on a broad range of important areas, such as healthcare, procurement, and vaccine deployment.

- We take this motion very seriously. Our primary objective is to be as responsive as possible to the motion, and to further the Standing Committee of Health's understanding of the government's response to the COVID-19 pandemic.

- Departments have been actively working to respond to the motion and are committed to making best efforts to complete the work.

- Given the considerable scope of this work, the ability to produce all relevant documents is a significant undertaking, which will entail a substantial amount of time and resources.

- The Government of Canada is committed to providing parliamentarians with as much information as possible in accordance with the values of openness and transparency. We consistently strive to be as forthcoming with parliamentarians as possible, while respecting the Government's obligations to protect certain types of information from disclosure.

- The private sector, including those in the pharmaceutical industry, are playing a critical role in the pandemic response. The Government of Canada recognizes its contractual and regulatory confidentiality obligations to these organizations and is committed to protecting their sensitive vaccine-related information.

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QUESTIONS AND ANSWERS

Q1) Will the Government meet the new, extended deadline? Why isn't the Government being more transparent on this issue?

The Government of Canada is committed to providing parliamentarians with as much information as possible in accordance with the values of openness and transparency.

As provided for in the motion, we have requested a seven-day extension to the original deadline of Nov. 30.

Departments have been actively working to respond to the motion and are committed to making best efforts to complete the work. Given the considerable scope of this work, the ability to produce all relevant documents is a significant undertaking, which will entail a substantial amount of time and resources.

We are continuing to collect records including e-mails, documents, Question Period notes, and presentations. Thousands of documents have been identified as being potentially relevant to the productions orders. We are also in the process of reviewing these documents.

We expect to be in a position to provide an initial batch of documents by Dec. 7, 2020, as well as an update on our progress with respect to the orders for documents.

Q2) What about documents that contain commercial or business information sensitivities? How will they be handled?

We understand that current and prospective contractors and regulated parties may have concerns about the motion and its implications for information held by the Government of Canada.

The Government of Canada carefully and diligently manages proprietary and confidential business information and is guided by the agreed upon terms and conditions of specific contracts.

We take this responsibility very seriously, and we will work closely with all concerned parties to ensure that their information continues to be protected per our contractual and regulatory obligations.

Q3) How will the Government of Canada handle redactions in regards to this request, in particular for privileged documents, Cabinet confidences, and business information?

As per the order, the Law Clerk will vet documents for personal information, national security, information relating to the Vaccine Task Force where its disclosure could

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reasonably be expected to interfere with contractual or other negotiations between the Government of Canada and a third party, and for interference with contractual or other negotiations.

Long-standing guidelines on the Government of Canada's policy for producing documents to parliamentarians set out 16 categories of information that are not typically provided. Examples of these categories include:

- Cabinet confidence;
- national security;
- advice to Ministers;
- information subject to solicitor-client privilege (and litigation privilege);
- personal information; and,
- information injurious to FPT or international relations.

The Government of Canada typically redacts Cabinet confidences and solicitor-client privileged information before sharing documents with the House of Commons. There are also significant concerns about confidential business information regarding COVID-19 vaccines being publicly shared.

Commented [CJ1]: This will perhaps need an update following the OPS meeting. Update still TBC as per Jean C.

Commented [CL2R1]: From Maia: We'll need to be mindful of how and when the approach to redaction becomes public for the first time - ie should come via formal communication to the Law Clerk/Committee prior to this answer being used to respond to an enquiry.

Q4) Why might some of the documents be subject to Cabinet confidence and why should that be upheld?

Discussions between Cabinet ministers and the documents that reflect those deliberations are protected by the constitutional convention of Cabinet confidentiality.

In a system of responsible government, Cabinet is openly and collectively accountable to Parliament for the decisions it makes during the time it governs. If Cabinet ministers are to make decisions collectively, the privacy of their opinions and views in developing government policy must be protected. Otherwise, the collective responsibility of ministers to Parliament, which is essential to Cabinet government, would be difficult to maintain.

Q5) What will this motion cost the Government of Canada and how many resources have been used to respond to it? Have pandemic operations been affected?

Though significant or substantial resources have been directed to be able to fulfil this request, each department continues to play its role in supporting the Government of Canada's pandemic response.

<u>Before documents are submitted</u>

As the work of gathering the requested documents is ongoing, we cannot provide a specific figure for the resource implications at this time; however, hundreds of

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employees across the federal government are currently involved in producing the requested documents, which will entail a significant amount of time and resources.

After documents are submitted

The estimated financial cost of responding to the motion was $XX. Approximately XX full-time employees (FTEs) were involved in the response, working a total of approximately XX hours.

*(*figures to be updated once information is available and validated)*

Q6) How many documents will be handed over to the committee?

Approximately XXXX pages of documents were provided to the Law Clerk and Parliamentary Counsel on December 7.

*(*figure to be updated as documents are provided)*

Q7) What are the Government of Canada's plans regarding vaccines?

The Government of Canada is committed to protecting the health and safety of Canadians and has a rigorous scientific review system in place to ensure vaccines are safe and effective in preventing the diseases they target.

The Government of Canada is well positioned to ensure that Canadians can be vaccinated against COVID-19. We have contracts in place to secure a large inventory of vaccines from various sources. This will give us access to seven potential vaccines with up to 358 million doses, including those that have produced recent positive results.

Final vaccine allocation and roll out will ultimately be determined by FPT governments, and will be informed by the National Advisory Committee on Immunization's (NACI) final guidance on key populations for early COVID-19 immunization.

Q8) Will these documents tell Canadians when to expect a COVID-19 vaccine?

Planning and discussions regarding vaccine roll-out in Canada are still actively underway, and because of this, confirmed dates on when specific individuals can expect to receive a vaccine will likely not be included in the requested documents.

*(***Based on any sensitive documents identified by departments in their search, we will develop further key messages and Qs&As to address those issues.)*

Commented [EE3]: We are uncertain at this time as to what the documents contain. There have been recent announcements about when Canadian may expect a COVID-19 vaccine.

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MEDIA RELATIONS PROTOCOL

- PCO Media Relations will be the point of contact for media calls about the coordination of the Government's response to the motion.
- Departmental media relations will be responsible for responding to media requests about specific documents, with leads to be determined based on the documents' subject matter.
- All departmental media calls on this issue should be flagged by departmental media relations to the relevant PCO analyst.

Communications Advisor
Laura Cummings, 613-612-9604
Senior Analyst, Communications and Consultations (PCO)

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COVID Motion SME/QC Agenda / Motion COVID EM/CQ Ordre du jour

Monday, January 25, 2021 / le lundi 25 janvier 2021

Item	Subject	Lead
1	Introduction	
2	Key contacts / *contacts clés:* James Stringham (DOJ) – Ringtail/ NUIX Annie Plouffe (PSPC) – CBI COVID Motion Leads (see Annex A) Steven Kasouf (PCO) – Coordination of regular SME/QC calls	
3	Recap of previous meeting with answers to questions	PCO – Steven Kasouf
4	FPT and 3rd party consultations	PCO – Steven Kasouf
5	Process for confirming Cabinet confidences	PCO – Steven Kasouf
6	Q & A	All
7	Closing remarks, timing of next meeting	PCO – Steven Kasouf

ANNEX A

Department	**Contact**
PCO – Privy Council Office	Tamara Jeffrey Email: tamara.jeffrey@pco-bcp.gc.ca Phone : 613-314-0542
HC - Health Canada	Laurent Gémar Email: **laurent.gemar@canada.ca** Cell 613-219-7802
CBSA - Canadian Board Service Agency	Joseph (Yves) Lessard Email: **Joseph.lessard@cbsa-asfc.gc.ca** Note: CBSA only had one document which has been pushed through and approved so they are not reviewing in the database. **No need to send updates.**
DND - Department of National Defence	Lisa Carozza Email: **LISA.CAROZZA@forces.gc.ca**
FINANCE - Department of Finance Canada)	Chantel Lavoie Email: **chantal.lavoie@canada.ca**

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COVID Motion SME/QC Agenda / Motion COVID EM/CQ Ordre du jour

Monday, January 25, 2021 / le lundi 25 janvier 2021

GAC - Global Affairs Canada	Laura Riggs Email: **Laura.Riggs@international.gc.ca**
IRCC - Immigration, Refugees and Citizenship Canada	Marc-Andre Bernard Email: **Marc-Andre.Bernard@cic.gc.ca**
ISC - Indigenous Services Canada	Salem, Nicole Email: **nicole.salem@canada.ca**
ISED - Innovation, Science and Economic Development Canada	Tanya Guay Email: **tanya.guay@canada.ca**
JUS - Department of Justice	Lise Léon Email: **lise.leon@justice.gc.ca**
NRC - National Research Council	Maria Krioutchkova Email: **maria.krioutchkova@nrc-cnrc.gc.ca**
PS - Public Safety Canada	Susan Nadon Email: **susan.nadon@canada.ca**
PSPC - Public Service and Procurement Canada	Benjamin Woodman Email: **Benjamin.Woodman@tpsgc-pwgsc.gc.ca**
TBS - Treasury Board of Canada Secretariat	Irene Tsompanellisa Email: **Irene.Tsompanellis@tbs-sct.gc.ca** Also please cc Natalie Acres **Natalie.Acres@tbs-sct.gc.ca**
TC - Transport Canada	Justin Bernard Email: **Justin.Bernard@tc.gc.ca**

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Simmering, William

From: Kasouf, Steven
Sent: Tuesday, January 26, 2021 4:09 PM
To: Coughlin, Tatianna
Subject: Fwd: Production of documents / Production de documents

FYI

Steven Kasouf
Deputy Director / Directeur adjoint
Privy Council Office / Bureau du conseil privé
s.16(2)

Sent from my iPhone

Begin forwarded message:

From: "Cintrat, Jean" <Jean.Cintrat@pco-bcp.gc.ca>
Date: January 26, 2021 at 3:05:13 PM EST
To: "Welbourne, Maia" <Maia.Welbourne@pco-bcp.gc.ca>, "Halucha, Paul" <Paul.Halucha@pco-bcp.gc.ca>, "Henry, Barbara" <Barbara.Henry@pco-bcp.gc.ca>, "Robinson, Jodi" <Jodi.Robinson@pco-bcp.gc.ca>, "Setlakwe, Lisa" <Lisa.Setlakwe@pco-bcp.gc.ca>, "Schwendt, Steven" <Steven.Schwendt@pco-bcp.gc.ca>, "Shannon, Tara" <Tara.Shannon@pco-bcp.gc.ca>, "Bouchard, Chantal" <Chantal.Bouchard@pco-bcp.gc.ca>, "Blanchard, Dominique" <Dominique.Blanchard@pco-bcp.gc.ca>, "Wong-Fortin, Bonny" <Bonny.Wong-Fortin@pco-bcp.gc.ca>, "Baird, Louise" <Louise.Baird@pco-bcp.gc.ca>, "Lynch, Matthew" <Matthew.Lynch@pco-bcp.gc.ca>, "Brochet, Vanessa" <Vanessa.Brochet@pco-bcp.gc.ca>, "Roussy, Daniel" <Daniel.Roussy@pco-bcp.gc.ca>, "van Dieen, Jodie" <Jodie.vanDieen@pco-bcp.gc.ca>, "Merissa, Rahel" <Rahel.Merissa@pco-bcp.gc.ca>, "Bisson, Melissa" <Melissa.Bisson@pco-bcp.gc.ca>, "Butara, Frank" <Frank.Butara@pco-bcp.gc.ca>, "Rivet, Raymond" <Raymond.Rivet@pco-bcp.gc.ca>, "Tessier, Jean" <Jean.Tessier@pco-bcp.gc.ca>, "Chretien, Kimberley" <Kimberley.Chretien@pco-bcp.gc.ca>, "Muir, Alexandra" <Alexandra.Muir@pco-bcp.gc.ca>, "Malone, Lorna" <Lorna.Malone@pco-bcp.gc.ca>, "Champoux, Elizabeth" <Elizabeth.Champoux@pco-bcp.gc.ca>, "Adler, Jeremy" <Jeremy.Adler@pco-bcp.gc.ca>, "Harty, Siobhan" <Siobhan.Harty@pco-bcp.gc.ca>, "Brunelle-Côté, Antoine" <Antoine.Brunelle-Cote@pco-bcp.gc.ca>, "MacKillop, Ken" <Ken.MacKillop@pco-bcp.gc.ca>, "Perreault, Claudie" <Claudie.Perreault@pco-bcp.gc.ca>, "Bowles, Louise" <Louise.Bowles@pco-bcp.gc.ca>, "Fung, Jennifer" <Jennifer.Fung@pco-bcp.gc.ca>, "Fee, Stuart" <Stuart.Fee@pco-bcp.gc.ca>, "Neilson, David" <David.Neilson@pco-bcp.gc.ca>, "Kasouf, Steven" <Steven.Kasouf@pco-bcp.gc.ca>, "McCowan, Ian" <Ian.McCowan@pco-bcp.gc.ca>, "McAdam, Ryan" <Ryan.McAdam@pco-bcp.gc.ca>
Cc: "Jeffrey, Tamara" <Tamara.Jeffrey@pco-bcp.gc.ca>, "Mulkins, Marta" <Marta.Mulkins@pco-bcp.gc.ca>
Subject: Production of documents / Production de documents

Good afternoon,

Thank you once again for your work in responding to the October 26 motion ordering the production of documents related to the government's response to the COVID-19 Pandemic. As committed to by the Clerk, our primary objective is to be as responsive as possible to the motion and continue to make best efforts to provide as many records as possible in a timely manner.

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On December 7, December 15, 2020 , January 8 and 20, 2021, batches of documents that are responsive to the motion and contained no sensitive information were transmitted to the Law Clerk's office. The Law Clerk thus far has made two submissions to Parliament, on December 16, 2020 and January 20, 2021.

We now anticipate providing fifth and sixth submissions of records in during the weeks of February 1st and 18th, 2021, the biweekly pace enabling the prompt completion of the submission of all documents which do not require redaction of sensitive information. Departments which have completed their binary review and have submitted all documents not requiring redactions will now commence work on any prepared assignments for redaction.

> In order to ensure that your documents are included in the **fifth batch**, implicated departments will need to complete, by noon, Tuesday 02 February 2021, all work to process documents in the Protected B or unclassified database that do not contain information requiring highlighting for redactions, including uploading them in the Ringtail environment. It is expected that HC, PHAC, PSPC, NRC, PS, TC and PCO will be able to make submissions to Batch 5 of these final documents not requiring redaction. **Note for PCO the internal deadline for all releases to be uploaded in Ringtail will be 9:00a.m. Tuesday February 2, 2021**.
>
> In order to ensure that your documents are included in the **sixth batch,** implicated departments will need to complete, by 5:00pm, Friday February 12th, the final release and upload of any remaining documents not requiring redaction. It is expected that all departments with any remaining binary reviews will be able to make submissions to Batch 6, and in particular HC, PHAC, CIRNA, ISC, DND, NRC and PCO should be able to release all remaining documents not requiring redaction at this time. With submission of Batch 6, the binary review should be completed for all Departments. It is also expected that Batch 6 will be the first submission to include documents with redactions; the Department of Justice (DoJ) has requested that the deadline for release of any redacted documents be completed no later than 5:00pm on Wednesday 10 February 2021. As the first group to be processed, this extra time will enable the DoJ to validate their processes for a successful first submission of any redacted documents.

While Departments may work on either (binary review or redaction) collection in parallel, priority is to be assigned to the completion of submission of all documents not requiring redaction.

Documents will continue to be submitted in the language in which they exist. Some departments may find themselves encountering unforeseen delays in processing and may seek an extension for the release deadline. Such extensions will be granted by exception only and on a conditions-based basis as validated by the DoJ team. Please contact James Stringham at DoJ for any extension inquiries.

If you have any questions, please feel free to contact one of the people on the cc line or me.

Bonjour,

Je vous remercie une fois de plus pour le travail que vous avez effectué afin de répondre à la motion du 26 octobre visant la production de documents concernant la réponse du gouvernement à la pandémie de COVID-19. Conformément à l'engagement du greffier, notre objectif principal était de se montrer aussi sensibles que possible à la motion et de continuer de faire tous les efforts pour produire le plus grand nombre de documents dans des délais opportuns.

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Des lots de documents répondant à la motion et ne contenant pas de renseignements sensibles ont été transmis au bureau du légiste les 7 et 15 décembre 2020, ainsi que les 8 et 20 janvier 2021. Le légiste a pu faire deux dépôts au Parlement, à savoir le 16 décembre 2020 et le 20 janvier 2021.

Nous anticipons un cinquième et un sixième envoi de documents durant les semaines du 1er et du 18 février 2021. En envoyant les documents à deux semaines d'intervalle, nous pourrons terminer rapidement la soumission des documents ne nécessitant pas le caviardage de renseignements sensibles. Les ministères qui ont terminé leur examen binaire et qui ont soumis tous les documents n'ayant pas besoin d'être caviardés pourront donc commencer à traiter les documents à caviarder.

> Pour que leurs documents soient inclus dans le **cinquième lot**, les ministères devront terminer le traitement des documents dans la base de données Protégé B ou Non classifié qui ne contiennent pas d'information à caviarder et les télécharger dans l'environnement Ringtail avant midi le mardi 2 février 2021. On s'attend à ce que SC, l'ASPC, SPAC, le CNRC, SP, TC et le BCP puissent soumettre les derniers documents n'exigeant pas de caviardage pour inclusion dans le lot 5. **Veuillez noter que le délai interne du BCP pour le téléchargement dans Ringtail est fixé à 9 h le mardi 2 février 2021.**
>
> Pour que leurs documents soient inclus dans le **sixième lot**, les ministères devront terminer le traitement et le téléchargement des documents restants qui ne contiennent pas d'information à caviarder avant 17 h le vendredi 12 février. On s'attend à ce que tous les ministères qui n'avaient pas terminé leur examen binaire soient en mesure de soumettre leurs documents pour inclusion dans le lot 6; plus précisément, SH, l'ASPC, RCAAN, SAC, le MDN, le CNRC et le BCP devraient pourvoir soumettre tous les documents restants à l'heure actuelle qui n'exigent pas de caviardage. Une fois les documents du lot 6 soumis, tous les ministères devraient avoir terminé leur examen binaire. On s'attend aussi à ce que le lot 6 soit le premier à contenir des documents caviardés. Le ministère de la Justice (MJ) demande que les documents caviardés soient traités et téléchargés au plus tard à 17 h le mercredi 10 février 2021. Puisqu'il s'agira du premier ensemble de documents caviardés, le délai additionnel permettra au MJ de valider ses processus et d'assurer le succès de ce premier envoi.

Bien que les ministères puissent travailler parallèlement sur les deux types de collecte (examen binaire et caviardage), la priorité doit être accordée au dépôt de documents non caviardés.

Les documents continueront d'être soumis dans la langue dans laquelle ils ont été produits. Certains ministères pourraient se buter à des retards de traitement imprévus et pourraient demander une prolongation du délai de soumission. De telles prolongations seront accordées dans des situations exceptionnelles seulement et seront validées au cas par cas par l'équipe du MJ. Veuillez communiquer avec James Stringham du MJ pour en savoir davantage sur les prolongations.

Si vous avez des questions, n'hésitez pas à communiquer avec l'un des destinataires copiés dans le présent courriel ou avec moi.

Jean Cintrat
Directeur des Opérations, Affaires parlementaires
Bureau du Conseil privé / Gouvernement du Canada
Director of Operations, Parliamentary Affairs
Privy Council Office / Government of Canada
jean.cintrat@pco-bcp.gc.ca

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Simmering, William

From: Kasouf, Steven
Sent: Tuesday, January 26, 2021 10:44 AM
To: Cintrat, Jean; Jeffrey, Tamara; Brochet, Vanessa
Cc: Kasouf, Steven
Subject: [redacted] s.23

Good morning,

[redacted]

Thanks

Steven Kasouf

Deputy Director, Access to Information and Privacy
Privy Council Office / Government of Canada
steven.kasouf@pco-bcp.gc.ca
O: 613-960-4085
F: 613-960-4201

Directeur adjoint, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
steven.kasouf@pco-bcp.gc.ca
B: 613-960-4085
T: 613-960-4201

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Simmering, William

From: Cintrat, Jean
Sent: Tuesday, January 26, 2021 5:11 PM
To: Neilson, David
Subject: PMO papers
Attachments: PMO papers.docx

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Production of Papers (COVID)
PMO documents – Sensitive Information

Current status:

- There are approximately 16,000 pages divided up by PMO employees
- The collection of documents is completed and scanned

Assignment:

- A select group of SMEs will review the records (COVID Sec, ERDP and SDP) and highlight sensitive information for redaction.
- As required, other secretariats SMEs will subsequently review documents pertaining to their areas
- ATIP will carry out the QC
- Assistant Secretaries will sign off on the redactions
- The review and QC will take place in a PMO boardroom identified for that purpose
- PCO computers and Ringtail software will be used to highlight and redact sensitive information

Schedule of work:

- By Thursday January 28, Assistant Secretaries will identify up to two SMEs per secretariat
- On Monday February 1, SMEs (COVID, ERDP and SDP only, allowing for physical distancing) will begin the review. Upon completion, other Secretariat SMEs as required will review remaining records
- Documents reviewed by SMEs are then QC'd and signed off on a rolling basis.
- Complete the review by February 12
- Complete final QC by February 22
- Assistant Secretaries final sign off by March 5.

PMO will be providing the records to the Law Clerk's office in paper format.

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Simmering, William

From: Cintrat, Jean
Sent: Tuesday, January 26, 2021 3:05 PM
To: Welbourne, Maia; Halucha, Paul; Henry, Barbara; Robinson, Jodi; Setlakwe, Lisa; Schwendt, Steven; Shannon, Tara; Bouchard, Chantal; Blanchard, Dominique; Wong-Fortin, Bonny; Baird, Louise; Lynch, Matthew; Brochet, Vanessa; Roussy, Daniel; van Dieen, Jodie; Merissa, Rahel; Bisson, Melissa; Butara, Frank; Rivet, Raymond; Tessier, Jean; Chretien, Kimberley; Muir, Alexandra; Malone, Lorna; Champoux, Elizabeth; Adler, Jeremy; Harty, Siobhan; Brunelle-Côté, Antoine; MacKillop, Ken; Perreault, Claudie; Bowles, Louise; Fung, Jennifer; Fee, Stuart; Neilson, David; Kasouf, Steven; McCowan, Ian; McAdam, Ryan
Cc: Jeffrey, Tamara; Mulkins, Marta
Subject: Production of documents / Production de documents

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> Pour que leurs documents soient inclus dans le **cinquième lot**, les ministères devront terminer le traitement des documents dans la base de données Protégé B ou Non classifié qui ne contiennent pas d'information à caviarder et les télécharger dans l'environnement Ringtail avant midi le mardi 2 février 2021. On s'attend à ce que SC, l'ASPC, SPAC, le CNRC, SP, TC et le BCP puissent soumettre les derniers documents n'exigeant pas de caviardage pour inclusion dans le lot 5. **Veuillez noter que le délai interne du BCP pour le téléchargement dans Ringtail est fixé à 9 h le mardi 2 février 2021.**
>
> Pour que leurs documents soient inclus dans le **sixième lot**, les ministères devront terminer le traitement et le téléchargement des documents restants qui ne contiennent pas d'information à caviarder avant 17 h le vendredi 12 février. On s'attend à ce que tous les ministères qui n'avaient pas terminé leur examen binaire soient en mesure de soumettre leurs documents pour inclusion dans le lot 6; plus précisément, SH, l'ASPC, RCAAN, SAC, le MDN, le CNRC et le BCP devraient pourvoir soumettre tous les documents restants à l'heure actuelle qui n'exigent pas de caviardage. Une fois les documents du lot 6 soumis, tous les ministères devraient avoir terminé leur examen binaire. On s'attend aussi à ce que le lot 6 soit le premier à contenir des documents caviardés. Le ministère de la Justice (MJ) demande que les documents caviardés soient traités et téléchargés au plus tard à 17 h le mercredi 10 février 2021. Puisqu'il s'agira du premier ensemble de documents caviardés, le délai additionnel permettra au MJ de valider ses processus et d'assurer le succès de ce premier envoi.

Bien que les ministères puissent travailler parallèlement sur les deux types de collecte (examen binaire et caviardage), la priorité doit être accordée au dépôt de documents non caviardés.

Les documents continueront d'être soumis dans la langue dans laquelle ils ont été produits. Certains ministères pourraient se buter à des retards de traitement imprévus et pourraient demander une prolongation du délai de

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soumission. De telles prolongations seront accordées dans des situations exceptionnelles seulement et seront validées au cas par cas par l'équipe du MJ. Veuillez communiquer avec James Stringham du MJ pour en savoir davantage sur les prolongations.

Si vous avez des questions, n'hésitez pas à communiquer avec l'un des destinataires copiés dans le présent courriel ou avec moi.

Jean Cintrat
Directeur des Opérations, Affaires parlementaires
Bureau du Conseil privé / Gouvernement du Canada
Director of Operations, Parliamentary Affairs
Privy Council Office / Government of Canada
jean.cintrat@pco-bcp.gc.ca

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Simmering, William

From: Kasouf, Steven
Sent: Tuesday, January 26, 2021 9:49 AM
To: McKay, Cameron
Subject: RE: Monday Call Notes Draft

s.16(2)

Btw my work cell is [redacted] so when/if you need to call me instead of teams or email feel free.

Steven Kasouf

Deputy Director, Access to Information and Privacy
Privy Council Office / Government of Canada
steven.kasouf@pco-bcp.gc.ca
O: 613-960-4085
F: 613-960-4201

Directeur adjoint, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
steven.kasouf@pco-bcp.gc.ca
B: 613-960-4085
T: 613-960-4201

From: McKay, Cameron <Cameron.McKay@pco-bcp.gc.ca>
Sent: January 26, 2021 9:45 AM
To: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Subject: RE: Monday Call Notes Draft

Makes sense. I was on the JC channel but I see the message now.

Cameron McKay

Junior ATIP Analyst, Access to Information and Privacy
Privy Council Office / Government of Canada
cameron.mckay@pco-bcp.gc.ca

Analyste junior à l'AIPRP, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
cameron.mckay@pco-bcp.gc.ca

From: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Sent: Tuesday, January 26, 2021 9:41 AM
To: McKay, Cameron <Cameron.McKay@pco-bcp.gc.ca>
Subject: RE: Monday Call Notes Draft

I sent you a message on teams but it looks like you're offline. You'll need to set that up since it's something we use a lot here. The message said I'm trying to connect to CABNET but am having problems (these talons we use aren't always the

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best at connecting to the network). Once I get connected I'll let you know but for now work on something else if you can, maybe get to know the system by exploring your files and seeing what they look like and what the actions are, etc.

Steven Kasouf

Deputy Director, Access to Information and Privacy
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steven.kasouf@pco-bcp.gc.ca
O: 613-960-4085
F: 613-960-4201

Directeur adjoint, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
steven.kasouf@pco-bcp.gc.ca
B: 613-960-4085
T: 613-960-4201

From: McKay, Cameron <Cameron.McKay@pco-bcp.gc.ca>
Sent: January 26, 2021 9:37 AM
To: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Subject: RE: Monday Call Notes Draft

Hi Steven,

Let me know what number to call you at. I believe my office number is 613-957-5617.

Thanks,

Cameron McKay

Junior ATIP Analyst, Access to Information and Privacy
Privy Council Office / Government of Canada
cameron.mckay@pco-bcp.gc.ca

Analyste junior à l'AIPRP, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
cameron.mckay@pco-bcp.gc.ca

From: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Sent: Tuesday, January 26, 2021 8:50 AM
To: McKay, Cameron <Cameron.McKay@pco-bcp.gc.ca>
Subject: RE: Monday Call Notes Draft

s.19(1)

Good morning [redacted]

Looks good.

Maybe later this morning we can go over next steps. Just trying to get logged into the system but these talons keep disconnecting so it's hit or miss. Let's aim for around 930am to go over next steps on a file.

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Thanks

Steven Kasouf

Deputy Director, Access to Information and Privacy
Privy Council Office / Government of Canada
steven.kasouf@pco-bcp.gc.ca
O: 613-960-4085
F: 613-960-4201

Directeur adjoint, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
steven.kasouf@pco-bcp.gc.ca
B: 613-960-4085
T: 613-960-4201

From: McKay, Cameron <Cameron.McKay@pco-bcp.gc.ca>
Sent: January 26, 2021 8:44 AM
To: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Subject: RE: Monday Call Notes Draft
Importance: High

Hi Steven,

I have corrected the edits you marked, please let me know if there is anything further.

Additionally, let me know if we will have time today to review the APCM System/next steps in an ATIP file.

I know you're busy today so I can always review with Dan Hux/Daniel Merchan.

Thanks,

Cameron McKay

Junior ATIP Analyst, Access to Information and Privacy
Privy Council Office / Government of Canada
cameron.mckay@pco-bcp.gc.ca

Analyste junior à l'AIPRP, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
cameron.mckay@pco-bcp.gc.ca

- **25/01/2021**
    - General Discussion
        - Recap of Jan 21, 2021 Call:
            - SME/QC review permissions with attachments in previous meeting (discussion regarding creation of Injury Evaluation Team, they can review for any mistakes)
                - Injury Review Team Question

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        - Would they be looking at everything or just flagged issues?
            - James S (DOJ): process is done after QC review but before OGD consultation, and they are only looking at categories that are being assessed as being injurious, (5 categories that fall under "injurious")

    - QCs should be flagging anything that may seem like a duplicate as so

    - Page count released around 20,000 pages, including links for which documents have been released

    - Performed: OGD demonstration on how to add more OGDs and other comments (screenshots included in previous week's call notes)

    - James S (DOJ) will assist with question regarding list of document titles
        - James S (DOJ) and team can provide specialized lists when needed for individual level

    - Timeline: still no official timeline yet, just process work ASAP
        - James S (DOJ): Timeline may be coming out soon

- Other Topics

    - FPT and Third Party Consultation
        - Steven K (PCO): confirmed with PCO colleagues that FPT/TP consultations are being discussed but no info on what that process will look like (guidance soon)
        - Question: what is the process for redacting/consulting with FPTs?
            - Steven K (PCO): Still looking into that, just flag and then we will deal with it during the next batch of release
            - Mark as highlights required and FPTs
            - The process is still being discussed

s.23

    - Cabinet Confidences
        - Steven K (PCO): [redacted]

    - **General Reminder: Don't send info above Pro B to COVID motion box, be careful with sending materials beyond the classification of the network on which you are working**
        - **Don't send info above Pro B over email/teams**

- Q&A

    - James S (DOJ): gave a refresher to HC for redaction process, offering to group for another demo, no more than 20 minutes (using Ringtail system)
        - Will use Thursday call for demonstration

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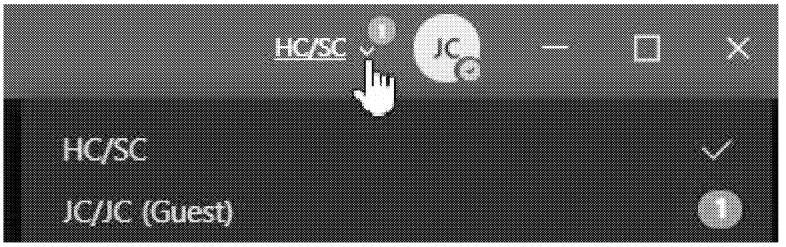
s.23

- [redacted]

- Irene P (DOJ): has resources for redaction issues on the HESA COVID Motion Teams Channel
  - Did a demo during the call of how to find the files
  - Process:
    - May have to switch to JC channel first at the top right corner of window (see below)



    - Click on Teams folder icon on side
    - Select Motion Info tab
    - Select Files
    - You will find the redaction and highlight help there
    - If the document is cut off then we just need to download/scan the document again (just a formatting issue)

- Karen M: safe restart documents from provinces to the PM, how should we treat that material since it is considered a draft and some information is public domain while others is not?
  - If anything is labelled draft, don't release, mark as irrelevant
  - But if the info has already been made public it could be ok to be released
  - Confirmed with Steven K (PCO)/Marian C (PCO): SRA documents that have been marked as draft or any that are completely in the public domain (ie. With a link to the site where that info can be found) can be considered irrelevant
    - Otherwise, it should be flagged for FPT redactions, if necessary, or released
    - Sometimes the information that are found in those public domain documents are not complete or accurate, and the versions we are dealing with can include sensitive information (ie. Letters from premiers to PM which may not include final terms and amounts)

- Leslie D: where will the meeting minutes be kept?
  - James S (DOJ): the notes haven't been posted yet, should be posted sometime this week (previous 2 calls' notes have been sent to the COVID Motion email, waiting for posting)
  - James S (DOJ) response expected by/on Thursday

- Questions in comments:
  - Can the redaction/highlight demo be recorded for those who cannot attend Thursday's call?

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    - Steven K (PCO): there are documents already in the files tab that should act as equivalent to the on-call demos (we are still able to do screen shots if that doesn't work)
- FPT: are we holding back any documents that came from a PT? (ie. Hold back in order to consult with them)
    - But then we don't hold the document back if it is about the FPTs, is an analysis of PT work, or is publicly available information?)
    - Confirmed with Steven K (PCO): we should flag as highlights required and put a comment that calls for FPT consultation. The process is currently under discussion so we will confirm at a later date if there will be FPT consultation or we will be redacting the information ourselves at the federal level instead of consultation
        - Follow up question: the previous "flag as highlights required" is only for documents that are from PTs that they send to us?
        - Answer: anything the federal government has created is up to the reviewer to deem as highlights needed or not
- Redaction demos are available in the training files available on the MS Teams channel
    - Redaction/highlight clip starts at 26 minutes, the entire demo runs from 26:00 to 34:47
    - In the same demo section that Irene P (DOJ) showcased

From: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Sent: Monday, January 25, 2021 5:41 PM
To: McKay, Cameron <Cameron.McKay@pco-bcp.gc.ca>
Subject: RE: Monday Call Notes Draft

My edits below in red an a comment about the first edit is in this colour of text below. You may notice I removed some stuff from your notes as they were redundant (i.e. comments/questions where you said the same thing in slightly different words). Try to determine if they need to be there or not and remove if they are basically the same thing. This does not necessarily apply to questions in the chat as you are documenting that also and while it may have been answered in the meeting notes it is good to document the answer (even if similar) in the response to the chat question so that it is captured there as well.

Thanks

Steven Kasouf

Deputy Director, Access to Information and Privacy
Privy Council Office / Government of Canada
Tel: 613-960-4085
Fax: 613-960-4201
steven.kasouf@pco-bcp.gc.ca

Directeur adjoint, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
Tél: 613-960-4085
Télécopieur: 613-960-4201
steven.kasouf@pco-bcp.gc.ca

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

From: McKay, Cameron <Cameron.McKay@pco-bcp.gc.ca>
Sent: Monday, January 25, 2021 1:43 PM
To: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Subject: Monday Call Notes Draft

Hi Steve,

Attached are the notes for your review.

Let me know how to proceed.

Thanks,

Cameron McKay

Junior ATIP Analyst, Access to Information and Privacy
Privy Council Office / Government of Canada
cameron.mckay@pco-bcp.gc.ca

Analyste junior à l'AIPRP, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
cameron.mckay@pco-bcp.gc.ca

- **25/01/2021**
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                - Injury Review Team Question
                    - Would they be looking at everything or just flagged issues?
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            - QCs should be flagging anything that may seem like a duplicate as so
            - Page count released around 20,000 pages, including links for which documents have been released
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- James S (DOJ) and team can provide specialized lists when needed for individual level

- Timeline: still no official timeline yet, just process work ASAP
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- Other Topics

  - FPT and Third Party Consultation
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    - Question: what is the process for redacting/consulting with FPTs?
      - Steven K (PCO): Still looking into that, just flag and then we will deal with it during the next batch of release
      - Mark as highlights required and FPTs
      - The process is still being discussed

s.23

  - Cabinet Confidences
    - [redacted]
    - If the SME-QCer has seen something that is possible Cabinet confidence they can flag it and then put aside or confirm for highlights/redactions
    - No process just yet, flag as Cabinet confidence and classify it as SECRET

  - **General Reminder: Don't send info above Pro B to COVID motion box, be careful with sending materials beyond the classification of the network on which you are working**
    - **Don't send info above Pro B over email/teams**

- Q&A

  - James S (DOJ): gave a refresher to HC for redaction process, offering to group for another demo, no more than 20 minutes (using Ringtail system)
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s.23

  - [redacted]

  - Irene P (DOJ): has resources for redaction issues on the HESA COVID Motion Teams Channel
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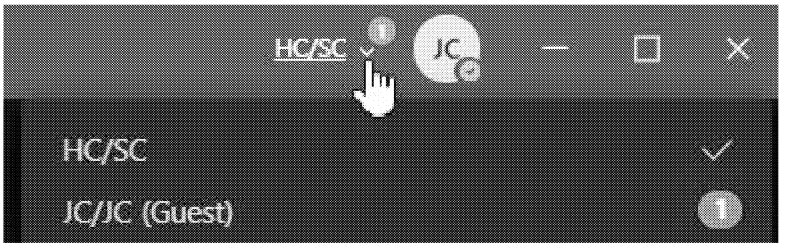

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        - Answer: anything the federal government has created is up to the reviewer to deem as highlights needed or not
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Simmering, William

From: Wong-Fortin, Bonny
Sent: Tuesday, January 26, 2021 10:00 PM
To: Babad, Luke; Bhandari, Shanu; Chohan, Shaheen; Cobb, Zoiey; Jarvis, Mark; Lefebvre, Alexandre; Shi, Anke; Stretch, Ken
Subject: FW: Production of documents / Production de documents

Follow Up Flag: Follow up
Flag Status: Completed

Luke/Alex/Anke, please note the latest on the opposition motion

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From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Tuesday, January 26, 2021 3:05 PM
To: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Shannon, Tara <Tara.Shannon@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Baird, Louise <Louise.Baird@pco-bcp.gc.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Roussy, Daniel <Daniel.Roussy@pco-bcp.gc.ca>; van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; Merissa, Rahel <Rahel.Merissa@pco-bcp.gc.ca>; Bisson, Melissa <Melissa.Bisson@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Muir, Alexandra <Alexandra.Muir@pco-bcp.gc.ca>; Malone, Lorna <Lorna.Malone@pco-bcp.gc.ca>; Champoux, Elizabeth <Elizabeth.Champoux@pco-bcp.gc.ca>; Adler, Jeremy <Jeremy.Adler@pco-bcp.gc.ca>; Harty, Siobhan <Siobhan.Harty@pco-bcp.gc.ca>; Brunelle-Côté, Antoine <Antoine.Brunelle-Cote@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Perreault, Claudie <Claudie.Perreault@pco-bcp.gc.ca>; Bowles, Louise <Louise.Bowles@pco-bcp.gc.ca>; Fung, Jennifer <Jennifer.Fung@pco-bcp.gc.ca>; Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>; Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>; McCowan, Ian <Ian.McCowan@pco-bcp.gc.ca>; McAdam, Ryan <Ryan.McAdam@pco-bcp.gc.ca>
Cc: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Subject: Production of documents / Production de documents

Good afternoon,

Thank you once again for your work in responding to the October 26 motion ordering the production of documents related to the government's response to the COVID-19 Pandemic. As committed to by the Clerk, our primary objective is to be as responsive as possible to the motion and continue to make best efforts to provide as many records as possible in a timely manner.

On December 7, December 15, 2020 , January 8 and 20, 2021, batches of documents that are responsive to the motion and contained no sensitive information were transmitted to the Law Clerk's office. The Law Clerk thus far has made two submissions to Parliament, on December 16, 2020 and January 20, 2021.

We now anticipate providing fifth and sixth submissions of records in during the weeks of February 1st and 18th, 2021, the biweekly pace enabling the prompt completion of the submission of all documents which do not require redaction of sensitive information. Departments which have completed their binary review and have submitted all documents not requiring redactions will now commence work on any prepared assignments for redaction.

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In order to ensure that your documents are included in the **fifth batch**, implicated departments will need to complete, by noon, Tuesday 02 February 2021, all work to process documents in the Protected B or unclassified database that do not contain information requiring highlighting for redactions, including uploading them in the Ringtail environment. It is expected that HC, PHAC, PSPC, NRC, PS, TC and PCO will be able to make submissions to Batch 5 of these final documents not requiring redaction. **Note for PCO the internal deadline for all releases to be uploaded in Ringtail will be 9:00a.m. Tuesday February 2, 2021**.

In order to ensure that your documents are included in the **sixth batch,** implicated departments will need to complete, by 5:00pm, Friday February 12th, the final release and upload of any remaining documents not requiring redaction. It is expected that all departments with any remaining binary reviews will be able to make submissions to Batch 6, and in particular HC, PHAC, CIRNA, ISC, DND, NRC and PCO should be able to release all remaining documents not requiring redaction at this time. With submission of Batch 6, the binary review should be completed for all Departments. It is also expected that Batch 6 will be the first submission to include documents with redactions; the Department of Justice (DoJ) has requested that the deadline for release of any redacted documents be completed no later than 5:00pm on Wednesday 10 February 2021. As the first group to be processed, this extra time will enable the DoJ to validate their processes for a successful first submission of any redacted documents.

While Departments may work on either (binary review or redaction) collection in parallel, priority is to be assigned to the completion of submission of all documents not requiring redaction.

Documents will continue to be submitted in the language in which they exist. Some departments may find themselves encountering unforeseen delays in processing and may seek an extension for the release deadline. Such extensions will be granted by exception only and on a conditions-based basis as validated by the DoJ team. Please contact James Stringham at DoJ for any extension inquiries.

If you have any questions, please feel free to contact one of the people on the cc line or me.

Bonjour,

Je vous remercie une fois de plus pour le travail que vous avez effectué afin de répondre à la motion du 26 octobre visant la production de documents concernant la réponse du gouvernement à la pandémie de COVID-19. Conformément à l'engagement du greffier, notre objectif principal était de se montrer aussi sensibles que possible à la motion et de continuer de faire tous les efforts pour produire le plus grand nombre de documents dans des délais opportuns.

Des lots de documents répondant à la motion et ne contenant pas de renseignements sensibles ont été transmis au bureau du légiste les 7 et 15 décembre 2020, ainsi que les 8 et 20 janvier 2021. Le légiste a pu faire deux dépôts au Parlement, à savoir le 16 décembre 2020 et le 20 janvier 2021.

Nous anticipons un cinquième et un sixième envoi de documents durant les semaines du 1er et du 18 février 2021. En envoyant les documents à deux semaines d'intervalle, nous pourrons terminer rapidement la soumission des documents ne nécessitant pas le caviardage de renseignements sensibles. Les ministères qui ont terminé leur examen binaire et qui ont soumis tous les documents n'ayant pas besoin d'être caviardés pourront donc commencer à traiter les documents à caviarder.

Pour que leurs documents soient inclus dans le **cinquième lot**, les ministères devront terminer le traitement des documents dans la base de données Protégé B ou Non classifié qui ne contiennent pas d'information à caviarder et les télécharger dans l'environnement Ringtail avant midi le mardi 2 février 2021. On s'attend à ce que SC, l'ASPC, SPAC, le CNRC, SP, TC et le BCP puissent soumettre les derniers documents n'exigeant pas de caviardage

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pour inclusion dans le lot 5. **Veuillez noter que le délai interne du BCP pour le téléchargement dans Ringtail est fixé à 9 h le mardi 2 février 2021.**

Pour que leurs documents soient inclus dans le **sixième lot**, les ministères devront terminer le traitement et le téléchargement des documents restants qui ne contiennent pas d'information à caviarder avant 17 h le vendredi 12 février. On s'attend à ce que tous les ministères qui n'avaient pas terminé leur examen binaire soient en mesure de soumettre leurs documents pour inclusion dans le lot 6; plus précisément, SH, l'ASPC, RCAAN, SAC, le MDN, le CNRC et le BCP devraient pourvoir soumettre tous les documents restants à l'heure actuelle qui n'exigent pas de caviardage. Une fois les documents du lot 6 soumis, tous les ministères devraient avoir terminé leur examen binaire. On s'attend aussi à ce que le lot 6 soit le premier à contenir des documents caviardés. Le ministère de la Justice (MJ) demande que les documents caviardés soient traités et téléchargés au plus tard à 17 h le mercredi 10 février 2021. Puisqu'il s'agira du premier ensemble de documents caviardés, le délai additionnel permettra au MJ de valider ses processus et d'assurer le succès de ce premier envoi.

Bien que les ministères puissent travailler parallèlement sur les deux types de collecte (examen binaire et caviardage), la priorité doit être accordée au dépôt de documents non caviardés.

Les documents continueront d'être soumis dans la langue dans laquelle ils ont été produits. Certains ministères pourraient se buter à des retards de traitement imprévus et pourraient demander une prolongation du délai de soumission. De telles prolongations seront accordées dans des situations exceptionnelles seulement et seront validées au cas par cas par l'équipe du MJ. Veuillez communiquer avec James Stringham du MJ pour en savoir davantage sur les prolongations.

Si vous avez des questions, n'hésitez pas à communiquer avec l'un des destinataires copiés dans le présent courriel ou avec moi.

Jean Cintrat
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Simmering, William

From: Babad, Luke
Sent: Tuesday, January 26, 2021 10:14 AM
To: Jeffrey, Tamara
Subject: RE: Still holding off on next steps in Ringtail?

Ok! Hope you don't mind me continuing to bug you once a week or so.

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: Tuesday, January 26, 2021 10:14 AM
To: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Subject: RE: Still holding off on next steps in Ringtail?

Unfortunately, we are still waiting.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

s.16(2)

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Tuesday, January 26, 2021 10:13 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: Still holding off on next steps in Ringtail?

Hi Tamara,

Just checking – I still should not be starting the secret binary review or the highlighting for the non-secret, correct? I haven't seen further instructions come through.

Hope you're doing well,
Luke

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Simmering, William

From: Kasouf, Steven
Sent: Wednesday, January 27, 2021 1:08 PM
Cc: Salem, Nicole (AADNC/AANDC); Low, Kimberley (HC/SC); Champagne, Genevieve (HC/SC); Henry, Kelsey (PHAC/ASPC); Hinds, Chris (HC/SC); Talbot, Jacques (PS/SP); Henrichon, Marie-Eve (HC/SC); Marcil, Chloe (PHAC/ASPC); Tong, Jeffrey (HC/SC); Ghadban, Billal (PHAC/ASPC); McLeod, Jordan (PHAC/ASPC); Lord, Linda (PHAC/ASPC); ROKSANA.STALINSKI@forces.gc.ca; Tran, Uyen (PHAC/ASPC); Mackinnon2, Michael (HC/SC); Ledrew, Beverly (PHAC/ASPC); Horne, Darren (PHAC/ASPC); Larin, Amy (PHAC/ASPC); Vadnais, Fabien (HC/SC); Contant, Joanne (AAFC/AAC); Mosley, Natalie (PHAC/ASPC); Perrault, Melissa (HC/SC); Hagenimana, Vital (HC/SC); Wood, Michelyn (PHAC/ASPC); Choe, Youngeun (HC/SC); Guay, Tanya (IC); Johnston2, Brent (PHAC/ASPC); Corona, Grace (HC/SC); Kuschak, Theodore (PHAC/ASPC); Birchard, Heather (HC/SC); Seegobin, Indra (HC/SC); Robertson, Catherine (PHAC/ASPC); Hall, Suzanne (PHAC/ASPC); Ha, Andrew (HC/SC); Tanguay, Florence (PHAC/ASPC); James2, Lisa (HC/SC); Roussy, Eve (PHAC/ASPC); Belanger, Henri; de Vlieger, Derek; Crawford, Claire (PHAC/ASPC)
Subject: RE: HESA COVID Motion Regular SME-QC reviewer call / Appel pour les EM/CQ du motion HESA COVID
Attachments: COVID Motion SME-QC Call - Thursdays Agenda.docx

Updated DND contact / mise à jour pour le contact DN

Steven Kasouf

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From: Kasouf, Steven
Sent: January 27, 2021 12:46 PM
To: 'Stringham, James' <James.Stringham@justice.gc.ca>; 'eva.audy@canada.ca' <eva.audy@canada.ca>; 'irene.balite@canada.ca' <irene.balite@canada.ca>; 'sara.barnes@canada.ca' <sara.barnes@canada.ca>; 'sarah.biard-macneil@canada.ca' <sarah.biard-macneil@canada.ca>; 'james.clark@canada.ca' <james.clark@canada.ca>; 'sean.collins@canada.ca' <sean.collins@canada.ca>; 'patrick.crosby@canada.ca' <patrick.crosby@canada.ca>; 'caroline.feggans@canada.ca' <caroline.feggans@canada.ca>; 'sacha.forstner@canada.ca' <sacha.forstner@canada.ca>; 'zachary.hayes@canada.ca' <zachary.hayes@canada.ca>; 'josh.keon@canada.ca' <josh.keon@canada.ca>; 'stephanie.lang@canada.ca' <stephanie.lang@canada.ca>; 'chantal.lavoie@canada.ca' <chantal.lavoie@canada.ca>; 'christine.lecuyer-auger@canada.ca' <christine.lecuyer-auger@canada.ca>; 'cayley.nesrallah@canada.ca' <cayley.nesrallah@canada.ca>; 'louisa.pang@canada.ca' <louisa.pang@canada.ca>; 'omar.rajabali@canada.ca'

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'nicolas.palanque@phac-aspc.gc.ca' <nicolas.palanque@phac-aspc.gc.ca>; 'graeme.archibald@phac-aspc.gc.ca' <graeme.archibald@phac-aspc.gc.ca>; 'suzanne.hall@phac-aspc.gc.ca' <suzanne.hall@phac-aspc.gc.ca>; 'amanda.hayne-farrell@phac-aspc.gc.ca' <amanda.hayne-farrell@phac-aspc.gc.ca>; 'darren.horne@phac-aspc.gc.ca' <darren.horne@phac-aspc.gc.ca>; 'melissa.perrault@hc-sc.gc.ca' <melissa.perrault@hc-sc.gc.ca>; 'jason.andrus@hc-sc.gc.ca' <jason.andrus@hc-sc.gc.ca>; 'amanda.cosgrove@hc-sc.gc.ca' <amanda.cosgrove@hc-sc.gc.ca>; 'indra.seegobin@hc-sc.gc.ca' <indra.seegobin@hc-sc.gc.ca>; 'meagan.oakley@hc-sc.gc.ca' <meagan.oakley@hc-sc.gc.ca>; 'eric.larson@hc-sc.gc.ca' <eric.larson@hc-sc.gc.ca>; 'hollie.mclean@hc-sc.gc.ca' <hollie.mclean@hc-sc.gc.ca>; 'heather.birchard@hc-sc.gc.ca' <heather.birchard@hc-sc.gc.ca>; 'genevieve.champagne@hc-sc.gc.ca' <genevieve.champagne@hc-sc.gc.ca>; 'erika.adams@hc-sc.gc.ca' <erika.adams@hc-sc.gc.ca>; 'Caitlin.Gillespie@hc-sc.gc.ca' <Caitlin.Gillespie@hc-sc.gc.ca>; 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Subject: RE: HESA COVID Motion Regular SME-QC reviewer call / Appel pour les EM/CQ du motion HESA COVID

Updated agenda for Jan 28 / horaire mise à jour pour le 28 janv

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Subject: RE: HESA COVID Motion Regular SME-QC reviewer call / Appel pour les EM/CQ du motion HESA COVID

Agenda for Thursday Jan 28 / horaire pour jeudi le 28 janv

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-----Original Appointment-----
From: Kasouf, Steven
Sent: January 13, 2021 10:17 PM
To: Kasouf, Steven; Stringham, James; eva.audy@canada.ca; irene.balite@canada.ca; sara.barnes@canada.ca; sarah.biard-macneil@canada.ca; james.clark@canada.ca; sean.collins@canada.ca; patrick.crosby@canada.ca; caroline.feggans@canada.ca; sacha.forstner@canada.ca; zachary.hayes@canada.ca; josh.keon@canada.ca; stephanie.lang@canada.ca; chantal.lavoie@canada.ca; christine.lecuyer-auger@canada.ca; cayley.nesrallah@canada.ca; louisa.pang@canada.ca; omar.rajabali@canada.ca; marie-elise.rancourt@canada.ca; jonathan.roy@canada.ca; mathew.sajkunovic@canada.ca; emily.shorrock@canada.ca; jesse.shuster-leibner@canada.ca; brooklyn.sutton@canada.ca; vivian.tsang3@canada.ca; tushara.williams@canada.ca; Filion, Marie-Claude; Laura.Riggs@international.gc.ca; Aube, Jean-Francois; Brochet, Vanessa; Day, Leslie; Delman, Annalee (HC); Harrington, Jason; leah.kelly@canada.ca; Marcoux, Fran (HC); Ndabihore, Ryssa; Sharzer, Melissa; Stalinski, Roksana; Sully, Charlotte; Szabados, Sherri; Talbot, Jacques (PSEPC - SPPCC); Trudel, Emilie; Maria.Krioutchkova@nrc-cnrc.gc.ca; Stephanie.Macleod@nrc-cnrc.gc.ca; kristina.andison@canada.ca; nicole.brown4@canada.ca; Andre.chartrand@canada.ca; alex.kennedy@canada.ca; martin.boileau@tpsgc-pwgsc.gc.ca; Dominique.Bouchard@tpsgc-pwgsc.gc.ca; Sophie.Doucet@tpsgc-pwgsc.gc.ca; Annie.Plouffe@tpsgc-pwgsc.gc.ca;

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Subject: HESA COVID Motion Regular SME-QC reviewer call / Appel pour les EM/CQ du motion HESA COVID
When: January 28, 2021 10:00 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).
Where: Microsoft Teams Meeting

Agenda will be added as required. If there is anyone missing from this distribution list, please let me know and I will add them and update the list. Thanks. / *L'horaire sera ajouté si necessaire. S'il y a quelqu'un qui manque de cette liste de distribution veuillez me le faire savoir et je vais l'ajouter et mettre à jour la liste. Merci.*

Microsoft Teams meeting

Join on your computer or mobile app
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s.16(2)

Or call in (audio only)
[redacted] Canada, Ottawa-Hull
Phone Conference ID: [redacted]
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COVID Motion SME/QC Agenda / Motion COVID EM/CQ Ordre du jour

Thursday, January 28, 2021 / le jeudi 28 janvier 2021

Item	Subject	Lead
1	Introduction	PCO – Steven Kasouf
2	Key contacts / *contacts clés:* James Stringham (DOJ) – Ringtail/ NUIX Annie Plouffe (PSPC) – CBI COVID Motion Leads (see Annex A) Steven Kasouf (PCO) – Coordination of regular SME/QC calls	PCO – Steven Kasouf
3	Recap of previous meeting with answers to questions	PCO – Steven Kasouf
4	Demonstration of redaction process	DOJ – James Stringham
5	Update on consultation process with LSUs for Cabinet confidences	DOJ – Vanessa Brochet
6	Q & A	All
7	Closing remarks, next meeting	PCO – Steven Kasouf

ANNEX A

Department	**Contact**
PCO – Privy Council Office	Tamara Jeffrey Email: tamara.jeffrey@pco-bcp.gc.ca Phone : 613-314-0542
HC - Health Canada	Laurent Gémar Email: **laurent.gemar@canada.ca** Cell 613-219-7802
CBSA - Canadian Board Service Agency	Joseph (Yves) Lessard Email: **Joseph.lessard@cbsa-asfc.gc.ca** Note: CBSA only had one document which has been pushed through and approved so they are not reviewing in the database. **No need to send updates.**
DND - Department of National Defence	Christine Moore Email: **CHRISTINE.MOORE@forces.gc.ca**
FINANCE - Department of Finance Canada)	Chantel Lavoie Email: **chantal.lavoie@canada.ca**

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COVID Motion SME/QC Agenda / Motion COVID EM/CQ Ordre du jour

Thursday, January 28, 2021 / le jeudi 28 janvier 2021

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ISC - Indigenous Services Canada	Salem, Nicole Email: **nicole.salem@canada.ca**
ISED - Innovation, Science and Economic Development Canada	Tanya Guay Email: **tanya.guay@canada.ca**
JUS - Department of Justice	Lise Léon Email: **lise.leon@justice.gc.ca**
NRC - National Research Council	Maria Krioutchkova Email: **maria.krioutchkova@nrc-cnrc.gc.ca**
PS - Public Safety Canada	Susan Nadon Email: **susan.nadon@canada.ca**
PSPC - Public Service and Procurement Canada	Benjamin Woodman Email: **Benjamin.Woodman@tpsgc-pwgsc.gc.ca**
TBS - Treasury Board of Canada Secretariat	Irene Tsompanellisa Email: **Irene.Tsompanellis@tbs-sct.gc.ca** Also please cc Natalie Acres **Natalie.Acres@tbs-sct.gc.ca**
TC - Transport Canada	Justin Bernard Email: **Justin.Bernard@tc.gc.ca**

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Simmering, William

From: Patterson, Adine
Sent: Thursday, January 28, 2021 12:35 PM
To: Binnie, Kate
Cc: Massabki, Myriam; Butara, Frank; Rivet, Raymond; Duchesne, Paul; Bujold, Pierre-Alain
Subject: Re: Motion to produce documents

No problem, we'll take care of this.

Thanks

Adine

Adine Patterson

Senior Analyst, Strategic Communications
Privy Council Office / Government of Canada
adine.patterson@pco.gc.ca<mailto:adine.patterson@pco.gc.ca> / Tel: [redacted]

s.16(2)

Analyste principale,Communications stratégiques
Bureau du Conseil privé / Gouvernement du Canada
adine.patterson@bcp.gc.ca<mailto:adine.patterson@bcp.gc.ca> / tél: [redacted]

On Jan 28, 2021, at 12:25 PM, Binnie, Kate <Kate.Binnie@pco-bcp.gc.ca> wrote:

Hi Adine,
As discussed, we need to update the ML-QAs about the motion to produce documents related to COVID. Can you please ask someone on your team to look at the attached to see what needs updating. You will have to connect with Jean Cintrat for a number of the items and get a sense of any upcoming dates that need to be flagged in here (like when we expect the next set of documents to be published by the Law Clerk). Paul should also review this document once you have input from Jean Cintrat. Once the document is updated, we will need to run it by Ken and Isabelle before sharing with PMO and the implicated departments (which are indicated in the attached).

This might be helpful in updating the document, it was a media response that GHLO provided to the G&M recently about the motion:

« We are committed to providing Members of Parliament with the thousands of requested documents as quickly as possible so that the Health committee can undertake its important, independent work on studying Canada's response to the COVID-19 pandemic. This transparent undertaking has resulted in thousands of pages, including 3,000 pages from the Prime Minister's Office, already being shared with the Law Clerk and Parliamentary Counsel, a part of which is still with his office for review.

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In that spirit, and in full compliance with the House of Commons motion, we have provided documents in the language in which they exist to the Law Clerk and Parliamentary Counsel before he tables them, considering the role that members have given him in reviewing these records.

We take protecting Canada's official languages and upholding the Official Languages Act very seriously, and we know that the Law Clerk and Parliamentary Counsel will continue to do the same in the execution of his duties. Should he require additional assistance with the translation of the documents, he is able to request this assistance through the House of Commons Board of Internal Economy, and we are certain that members from the Government caucus would be happy to consider any request that he makes.

We will continue to comply with the order of the House of Commons to provide documents to the office of the Law Clerk and Parliamentary Counsel in a timely manner as they become available. »

As a reminder, the media relations protocol for the motion is:

- PCO Media Relations will be the point of contact for media calls about the coordination of the Government's response to the motion.
- Departmental media relations will be responsible for responding to media requests about specific documents, with leads to be determined based on the documents' subject matter.
- All departmental media calls on this issue should be flagged by departmental media relations to the relevant PCO analyst.

Myriam - Once Adine gets a sense of the next milestones for this motion from Jean C then I suggest you hold a call with the relevant departments to ensure that everyone is aligned on messaging and the protocol.

Cheers,
Kate

Kate Binnie
A/Director General, Operations (Communications) / Directrice générale des opérations p.i. (Communications)
Privy Council Office/Bureau du Conseil privé
s.16(2)

<PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03.docx>

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Simmering, William

From: Binnie, Kate
Sent: Thursday, January 28, 2021 12:33 PM
To: MacKillop, Ken
Subject: FW: Motion to produce documents
Attachments: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03.docx

FYI – we need to update the ML and QAs for the motion for the production of documents as they are out of date. Also, I understand from Frank that they were never officially sent to departments because Isabelle wanted to circulate them to DMs first for input but that process seems to have stalled.
So I have asked Adine's team to update and then recirculate (departments have been asking for them). I have also suggested to Myriam that she hold a meeting with the implicated departments once we have a better sense of upcoming dates related to the motion from Jean Cintrat. s.16(2)

Kate Binnie
A/Director General, Operations (Communications) / Directrice générale des opérations p.i. (Communications)
Privy Council Office/Bureau du Conseil privé

From: Binnie, Kate
Sent: Thursday, January 28, 2021 12:25 PM
To: Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>
Cc: Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Bujold, Pierre-Alain <Pierre-Alain.Bujold@pco-bcp.gc.ca>
Subject: Motion to produce documents

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Myriam - Once Adine gets a sense of the next milestones for this motion from Jean C then I suggest you hold a call with the relevant departments to ensure that everyone is aligned on messaging and the protocol.

Cheers,
Kate

Kate Binnie **s.16(2)**
A/Director General, Operations (Communications) / Directrice générale des opérations p.i. (Communications)
Privy Council Office/Bureau du Conseil privé

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Media Lines

Motion on production of documents (COVID-19 pandemic response)

ISSUE

On Oct. 26, 2020, the House of Commons adopted a motion ordering the production of documents related to the federal government's response to the COVID-19 pandemic. The current deadline to submit the documents is Monday, Nov. 30. The Clerk of the Privy Council Office has requested a seven-day extension to December 7, 2020.

These media lines/Qs&As are intended to provide messaging on the whole-of-government response to this motion.

BACKGROUND

On Oct. 26, 2020, the House of Commons adopted a motion ordering the production of documents related to the federal government's response to the COVID-19 pandemic. A number of federal government departments are implicated in the motion, including:

- Health Canada
- Public Health Agency of Canada
- Innovation, Science and Economic Development Canada
- Privy Council Office
- Public Safety Canada
- Public Services and Procurement Canada

Departments are working to retrieve records primarily dating back to January 2018. The documents will be used as part of a health committee study into the federal government's COVID-19 response.

The motion requires the Government of Canada to respond by Nov. 30. It also includes a provision allowing the federal government to request a seven-day extension to that deadline, which has been implicitly granted.

Some stakeholders, including industry organizations, members of the federal vaccine task force, and pharmaceutical companies, have publicly expressed concerns about the motion, citing issues with the potential release of confidential business information and noting that public servants would be required to devote resources to respond to the motion in lieu of supporting ongoing operations. Some have suggested that disclosure of vaccine development program information could compromise the regulatory

DRAFT

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authorization process and threaten both the timely availability of a vaccine for Canadians and the privacy of individuals participating in their studies.

MEDIA LINES

Key messages

- The Government of Canada is committed to continuing to work with provinces, territories, municipalities, Indigenous communities, and the private sector to respond to the pandemic and keep Canadians safe and healthy.

- Since the beginning of the COVID-19 pandemic, many federal departments have been working to support the Government of Canada's pandemic response. This work has touched on a broad range of important areas, such as healthcare, procurement, and vaccine deployment.

- We take this motion very seriously. Our primary objective is to be as responsive as possible to the motion, and to further the Standing Committee of Health's understanding of the government's response to the COVID-19 pandemic.

- Departments have been actively working to respond to the motion and are committed to making best efforts to complete the work.

- Given the considerable scope of this work, the ability to produce all relevant documents is a significant undertaking, which will entail a substantial amount of time and resources.

- The Government of Canada is committed to providing parliamentarians with as much information as possible in accordance with the values of openness and transparency. We consistently strive to be as forthcoming with parliamentarians as possible, while respecting the Government's obligations to protect certain types of information from disclosure.

- The private sector, including those in the pharmaceutical industry, are playing a critical role in the pandemic response. The Government of Canada recognizes its contractual and regulatory confidentiality obligations to these organizations and is committed to protecting their sensitive vaccine-related information.

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QUESTIONS AND ANSWERS

Q1) Will the Government meet the new, extended deadline? Why isn't the Government being more transparent on this issue?

The Government of Canada is committed to providing parliamentarians with as much information as possible in accordance with the values of openness and transparency.

As provided for in the motion, we have requested a seven-day extension to the original deadline of Nov. 30.

Departments have been actively working to respond to the motion and are committed to making best efforts to complete the work. Given the considerable scope of this work, the ability to produce all relevant documents is a significant undertaking, which will entail a substantial amount of time and resources.

We are continuing to collect records including e-mails, documents, Question Period notes, and presentations. Thousands of documents have been identified as being potentially relevant to the productions orders. We are also in the process of reviewing these documents.

We expect to be in a position to provide an initial batch of documents by Dec. 7, 2020, as well as an update on our progress with respect to the orders for documents.

Q2) What about documents that contain commercial or business information sensitivities? How will they be handled?

We understand that current and prospective contractors and regulated parties may have concerns about the motion and its implications for information held by the Government of Canada.

The Government of Canada carefully and diligently manages proprietary and confidential business information and is guided by the agreed upon terms and conditions of specific contracts.

We take this responsibility very seriously, and we will work closely with all concerned parties to ensure that their information continues to be protected per our contractual and regulatory obligations.

Q3) How will the Government of Canada handle redactions in regards to this request, in particular for privileged documents, Cabinet confidences, and business information?

As per the order, the Law Clerk will vet documents for personal information, national security, information relating to the Vaccine Task Force where its disclosure could

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reasonably be expected to interfere with contractual or other negotiations between the Government of Canada and a third party, and for interference with contractual or other negotiations.

Long-standing guidelines on the Government of Canada's policy for producing documents to parliamentarians set out 16 categories of information that are not typically provided. Examples of these categories include:

- Cabinet confidence;
- national security;
- advice to Ministers;
- information subject to solicitor-client privilege (and litigation privilege);
- personal information; and,
- information injurious to FPT or international relations.

The Government of Canada typically redacts Cabinet confidences and solicitor-client privileged information before sharing documents with the House of Commons. There are also significant concerns about confidential business information regarding COVID-19 vaccines being publicly shared.

Commented [CJ1]: This will perhaps need an update following the OPS meeting. Update still TBC as per Jean C.

Commented [CL2R1]: From Maia: We'll need to be mindful of how and when the approach to redaction becomes public for the first time - ie should come via formal communication to the Law Clerk/Committee prior to this answer being used to respond to an enquiry.

Q4) Why might some of the documents be subject to Cabinet confidence and why should that be upheld?

Discussions between Cabinet ministers and the documents that reflect those deliberations are protected by the constitutional convention of Cabinet confidentiality.

In a system of responsible government, Cabinet is openly and collectively accountable to Parliament for the decisions it makes during the time it governs. If Cabinet ministers are to make decisions collectively, the privacy of their opinions and views in developing government policy must be protected. Otherwise, the collective responsibility of ministers to Parliament, which is essential to Cabinet government, would be difficult to maintain.

Q5) What will this motion cost the Government of Canada and how many resources have been used to respond to it? Have pandemic operations been affected?

Though significant or substantial resources have been directed to be able to fulfil this request, each department continues to play its role in supporting the Government of Canada's pandemic response.

<u>Before documents are submitted</u>

As the work of gathering the requested documents is ongoing, we cannot provide a specific figure for the resource implications at this time; however, hundreds of

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employees across the federal government are currently involved in producing the requested documents, which will entail a significant amount of time and resources.

After documents are submitted

The estimated financial cost of responding to the motion was $XX. Approximately XX full-time employees (FTEs) were involved in the response, working a total of approximately XX hours.

*(*figures to be updated once information is available and validated)*

Q6) How many documents will be handed over to the committee?

Approximately XXXX pages of documents were provided to the Law Clerk and Parliamentary Counsel on December 7.

*(*figure to be updated as documents are provided)*

Q7) What are the Government of Canada's plans regarding vaccines?

The Government of Canada is committed to protecting the health and safety of Canadians and has a rigorous scientific review system in place to ensure vaccines are safe and effective in preventing the diseases they target.

The Government of Canada is well positioned to ensure that Canadians can be vaccinated against COVID-19. We have contracts in place to secure a large inventory of vaccines from various sources. This will give us access to seven potential vaccines with up to 358 million doses, including those that have produced recent positive results.

Final vaccine allocation and roll out will ultimately be determined by FPT governments, and will be informed by the National Advisory Committee on Immunization's (NACI) final guidance on key populations for early COVID-19 immunization.

Q8) Will these documents tell Canadians when to expect a COVID-19 vaccine?

Planning and discussions regarding vaccine roll-out in Canada are still actively underway, and because of this, confirmed dates on when specific individuals can expect to receive a vaccine will likely not be included in the requested documents.

*(***Based on any sensitive documents identified by departments in their search, we will develop further key messages and Qs&As to address those issues.)*

Commented [EE3]: We are uncertain at this time as to what the documents contain. There have been recent announcements about when Canadian may expect a COVID-19 vaccine.

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MEDIA RELATIONS PROTOCOL

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Communications Advisor
Laura Cummings, s.16(2)
Senior Analyst, Communications and Consultations (PCO)

DRAFT

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Simmering, William

From: Jeffrey, Tamara
Sent: Friday, January 29, 2021 3:12 PM
To: Laghi, Brian
Subject: RE: Parliamentary Request

Hi Brian,

My understanding of the process is this:

As a first step, you will review the records and identify portions within that fall under the different categories of sensitive information. At this juncture, you are not conducting an injury test, but simply flagging what you think might need to be protected. The system uses different colours for the different categories and you are also able to flag multiple categories for the same information (i.e, if you have a solicitor-client and personal information in the same sentence).

As a second step, PCO ATIP folks will be reviewing your highlights as well as potentially identifying ones that were missed or where they feel one might be necessary. PCO legal will also be consulted for Cabinet Confidences and Solicitor Client-Privilege, where appropriate.

Then, on those portions where the redactions are not automatically applied, an injury test will be conducted. The exact process for this is still in development for PCO. Finally, the records will undergo approval from management.

The process for review and highlight of records is somewhat more lengthy but it is designed to ensure consistency and to avoid sensitive information being released inadvertently.

For records within the PCO collection and for which PCO is not the originator, they should be flagged as OGD consultation (with one or more department, as necessary identified). This will add another layer of review on sensitive material.

I hope this helps, but please always feel free to reach out to ask your questions. We are here to help!

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

s.16(2)

From: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>
Sent: Friday, January 29, 2021 2:56 PM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: Parliamentary Request

Dear Tamara:
It's Brian Laghi here, one of the SMEs for PCO (the comms side).
I have a couple of very quick queries.

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I've completed the first sort-through of the documents and am awaiting an e-mail to start the redacting/highlighting process. My question revolves around my lack of expertise in areas such as ensuring we don't release in appropriate information, such as injuries to corporate interests, third parties and other orders of government.
As you may imagine, I am no expert in these areas. How am I to interpret whether a particular document might, for example, be counter to corporate interests, or to relations with another government? I take it there are guidelines I would follow that would help me with this adjudication?
Second, a number of documents I reviewed in the first pass-through were not generated by PCO, but by other departments. I take it, based on the conversation at yesterday's meeting of SMEs, that these documents would be sent back to the originating department.
Sorry to trouble, but I didn't pose the questions at the meeting because it seemed to me other, perhaps more pertinent questions were being dealt with and I didn't want to take up valuable time.
Many thanks,

Brian Laghi **s.16(2)**
Director General | Directeur général
COVID-19 Communications Planning | Communications en réponse à la COVID-19 (Planifications)
PCO Response Communications Unit | L'unité des communications d'intervention spéciale du BCP
Privy Council Office | Bureau du Conseil Privé

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Simmering, William

From: Hartnell, Chad
Sent: Friday, January 29, 2021 2:55 PM
To: Babad, Luke
Subject: Re: Document review

This is great. Thanks Luke. If you have five mins please give me a call. I'll walk you through what Dom told me to see if this aligns. Thanks.

613-668-0158

Sent from my iPhone

> On Jan 29, 2021, at 2:52 PM, Babad, Luke <Luke.Babad@pco-bcp.gc.ca> wrote:
>
> Hi Chad,
>
> Assuming this is the Opposition motion, I am indeed involved (in the general process - I don't know what specifically is occurring next week.
>
> Bottom line, I'm happy to talk through anything by phone and assist with whatever you might need, but here are the highlights:
>
> -Documents have been collected on i) testing, ii) PPE, iii) vaccines and iv) the Global Public Health Intelligence Network to submit for Opposition house members' review
>
> -I understand some other units may need our help with collection of their own sensitive documents, which may be what next week's process is related to...tbd on that
>
> -All documents are then loaded into a software called Ringtail, which can only be accessed via Cabnet
>
> -A redaction process is being started over the next few weeks to flag anything that contains commercial business information, cabinet confidence, individuals' private info, or items injurious to fed-prov relations.
>
> -Once redacted, the documents for to the Parliamentary law clerk for an ok, and then over to the opposition parties.
>
> The most critical part of the process is catching commercial business info and cabinet confidences - happy to chat and give you more info if you'd like.
>
> Luke
> Sent from my iPhone
>
>> On Jan 29, 2021, at 2:26 PM, Hartnell, Chad <Chad.Hartnell@pco-bcp.gc.ca> wrote:
>>
>> Hi Luke. Are you involved in the document review process next week? Dom raised it with me today asking for help. I'm happy to do it but have no info, haven't been trained, etc. If you're aware of anything, please let me know. Thanks.
>>
>>

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>> Sent from my iPhone

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Simmering, William

From: Wong-Fortin, Bonny
Sent: Friday, January 29, 2021 3:56 PM
To: Babad, Luke
Subject: RE: opposition motion

Chad?! I'm so confused. Dom and I haven't yet connected this afternoon. I will let you know as soon I have any intel at all to share.

-----Original Message-----
From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Friday, January 29, 2021 3:04 PM
To: Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>
Subject: Re: opposition motion

Chad called as I understand Dom is tapping him for the potential process you raised with me earlier. Happy to connect by phone if you have relevant updates and I can then walk him through any specifics of the process.

Luke

Sent from my iPhone

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Simmering, William

From: Cintrat, Jean
Sent: Saturday, January 30, 2021 10:49 AM
To: Halucha, Paul; Henry, Barbara; Robinson, Jodi; Setlakwe, Lisa; Schwendt, Steven; Shannon, Tara; Bouchard, Chantal; Blanchard, Dominique; Wong-Fortin, Bonny; Baird, Louise; Lynch, Matthew; Brochet, Vanessa; Roussy, Daniel; van Dieen, Jodie; Merissa, Rahel; Bisson, Melissa; Butara, Frank; Rivet, Raymond; Tessier, Jean; Chretien, Kimberley; Muir, Alexandra; Malone, Lorna; Champoux, Elizabeth; Adler, Jeremy; Harty, Siobhan; Brunelle-Côté, Antoine; MacKillop, Ken; Perreault, Claudie; Bowles, Louise; Fung, Jennifer; Fee, Stuart; Neilson, David; Kasouf, Steven; Charlebois, Philippe; Massabki, Myriam
Cc: Jeffrey, Tamara; Mulkins, Marta; Welbourne, Maia; McAdam, Ryan
Subject: Oct 26 motion COVID-19

Please find below the link to documents tabled in the House yesterday.
Veuillez trouver plus bas le lien vers les documents déposés en Chambre hier.

https://www.ourcommons.ca/content/Committee/Motion2020-10-26/2021-01-29-SPDP-8550-432-1-02/documents-e.html

Jean Cintrat
Directeur des Opérations, Affaires parlementaires
Bureau du Conseil privé / Gouvernement du Canada
Director of Operations, Parliamentary Affairs
Privy Council Office / Government of Canada
jean.cintrat@pco-bcp.gc.ca

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Simmering, William

From: Cintrat, Jean
Sent: Monday, February 1, 2021 10:20 AM
To: Neilson, David
Subject: RE: PMO Documents

Hi David, I like the idea of saving time. 6 computers on cabnet sound to me like a good plan. BTW, still waiting on Secreatriats to provide names of SMEs...

-----Original Message-----
From: Neilson, David <David.Neilson@pco-bcp.gc.ca>
Sent: Sunday, January 31, 2021 10:36 PM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: PMO Documents

Hi Jean,

PMO gave us two boardrooms and IT was able to install 6 workstations in total.

So far we have only had access to the room for a couple hours on Friday afternoon. Our goal has been to separate the classified information from the non-classified information.

Since we have desktop computers and not tablets, what are your thoughts on just completing the review on cabnet and not bothering with transferring to bnet? It might save us some time.

If we plan on adding more workstations, using tablets, then we should probably continue with separating the documents, but if we are only going to use the 6 computers, maybe we can skip that first step.

What do you think?

David

David Neilson
Executive Director ATIP/IM

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Simmering, William

From: Charlebois, Philippe
Sent: Monday, February 1, 2021 1:44 PM
To: Duchesne, Paul
Subject: For action - Motion to produce documents
Attachments: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03.docx

Bonjour Paul j'espère que tu vas bien
Adine m'a demandé, vers la fin de la semaine dernière, de mettre à jour ce document et de le faire circuler auprès de l'équipe de Jean Cintrat (LHP)
Il m'a retourné le tout en pièce jointe. Peux-tu regarder le document et ajuster comme tu le vois approprié et me le retourner afin que je finalise les approbations?
Dis-moi pour quand tu penses pouvoir vérifier le document.
Merci

Philippe Charlebois
Senior Analyst, Strategic Communications I Analyste principal, Communications stratégiques
Privy Council Office I Bureau du Conseil privé
philippe.charlebois@pco-bcp.gc.ca
Cell | Céllulaire : [redacted] s.16(2)

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Latest update: January 28, 2021

Media Lines

Motion on production of documents (COVID-19 pandemic response)

ISSUE

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These media lines/Qs&As are intended to provide messaging on the whole-of-government response to this motion.

BACKGROUND

On Oct. 26, 2020, the House of Commons adopted a motion ordering the production of documents related to the federal government's response to the COVID-19 pandemic. A number of federal government departments are ~~implicated~~ responding to ~~in~~ the motion, including:

- Health Canada
- Public Health Agency of Canada
- Innovation, Science and Economic Development Canada
- Privy Council Office
- Public Safety Canada
- Public Services and Procurement Canada

Departments are working to retrieve records primarily dating back to January 2018. The documents will be used as part of a health committee study into the federal government's COVID-19 response.

The motion require~~d~~s that the Government of Canada ~~to~~ respond by Nov. 30 initially. It also include~~d~~s a provision allowing the federal government to request a seven-day extension to that deadline, which has been implicitly granted.

To date, 19,051 pages of documents have been provided in the official language in which they were available, and that do not contain sensitive information. They were delivered in four batches on December 7 and 15, 2020 and on January 8 and 20, 2021.

PMO and implicated Ministers' Offices have provided separately approximately 14,000 pages of responsive records.

Commented [CP1]: Has that date changed?

Commented [CJ2]: Deadline is past. Suggest we not refer to it.

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Commented [CP3]: Was there not an extension granted?

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Latest update: January 28, 2021

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Some stakeholders, including industry organizations, members of the federal vaccine task force, and pharmaceutical companies, have publicly expressed concerns about the motion, citing issues with the potential release of confidential business information and noting that public servants would be required to devote resources to respond to the motion in lieu of supporting ongoing operations. Some have suggested that disclosure of vaccine development program information could compromise the regulatory authorization process and threaten both the timely availability of a vaccine for Canadians and the privacy of individuals participating in their studies.

MEDIA LINES

Key messages

- The Government of Canada is committed to continuing to work with provinces, territories, municipalities, Indigenous communities, and the private sector to respond to the pandemic and keep Canadians safe and healthy.

- Since the beginning of the COVID-19 pandemic, many federal departments have been working to support the Government of Canada's pandemic response. This work has touched on a broad range of important areas, such as healthcare, procurement, and vaccine deployment.

- We are committed to responding to the motion ~~providing Members of Parliament with the thousands of requested documents as quickly as possas quickly as possible ible~~ so that the Health committee can undertake its important, independent work on studying Canada's response to the COVID-19 pandemic. This transparent undertaking has resulted in thousands of pages, including ~~3,000 pages~~ from the Prime Minister's Office, already being shared with the Law Clerk and Parliamentary Counsel, ~~a part of which is still with his office for review~~.

- In that spirit, and in full compliance with the House of Commons motion, we have provided documents in the language in which they exist to the Law Clerk and Parliamentary Counsel before he tables them, considering the role that members have given him in reviewing these records.

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- We will continue to ~~comply with the order of the House of Commons to~~ provide documents to the office of the Law Clerk and Parliamentary Counsel in a timely manner as they become available.
- ~~We take this motion very seriously. Our primary objective is to be as responsive as possible to the motion, and to further the Standing Committee of Health's understanding of the government's response to the COVID-19 pandemic.~~

- ~~Departments have been actively working to respond to the motion and are committed to making best efforts to complete the work.~~

- ~~Given the considerable scope of this work, the ability to produce all relevant documents is a significant undertaking, which will entail a substantial amount of time and resources.~~

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- The private sector, including those in the pharmaceutical industry, are playing a critical role in the pandemic response. The Government of Canada recognizes its contractual and regulatory confidentiality obligations to these organizations and is committed to protecting their sensitive vaccine-related information.

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~~We are continuing to collect records including e-mails, documents, Question Period notes, and presentations. Thousands of documents have been identified as being potentially relevant to the productions orders. We are also in the process of reviewing these documents.~~

~~We expect to be in a position to provide an initial batch of documents by Dec. 7, 2020, as well as an update on our progress with respect to the orders for documents.~~

Q2) What about documents that contain commercial or business information sensitivities? How will they be handled?

We understand that current and prospective contractors and regulated parties may have concerns about the motion and its implications for information held by the Government of Canada.

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The Government of Canada carefully and diligently manages proprietary and confidential business information and is guided by the agreed upon terms and conditions of specific contracts.

We take this responsibility very seriously, and we will work closely with all concerned parties to ensure that their information continues to be protected per our contractual and regulatory obligations.

Q3) How will the Government of Canada handle redactions in regards to this request, in particular for privileged documents, Cabinet confidences, and business information?

As per the order, the Law Clerk will vet documents for personal information, national security, information relating to the Vaccine Task Force where its disclosure could reasonably be expected to interfere with contractual or other negotiations between the Government of Canada and a third party, and for interference with contractual or other negotiations.

Long-standing guidelines on the Government of Canada's policy for producing documents to parliamentarians set out 16 categories of information that are not typically provided. Examples of these categories include:

- Cabinet confidence;
- national security;
- advice to Ministers;
- information subject to solicitor-client privilege (and litigation privilege);
- personal information; and,
- information injurious to FPT or international relations.

The Government of Canada typically redacts Cabinet confidences and solicitor-client privileged information before sharing documents with the House of Commons. There are also significant concerns about confidential business information regarding COVID-19 vaccines being publicly shared.

Q4) Why might some of the documents be subject to Cabinet confidence and why should that be upheld?

Discussions between Cabinet ministers and the documents that reflect those deliberations are protected by the constitutional convention of Cabinet confidentiality.

In a system of responsible government, Cabinet is openly and collectively accountable to Parliament for the decisions it makes during the time it governs. If Cabinet ministers are to make decisions collectively, the privacy of their opinions and views in developing government policy must be protected. Otherwise, the collective responsibility of ministers to Parliament, which is essential to Cabinet government, would be difficult to maintain.

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Q5) What will this motion cost the Government of Canada and how many resources have been used to respond to it? Have pandemic operations been affected?

Though significant or substantial resources have been directed to be able to fulfil this request, each department continues to play its role in supporting the Government of Canada's pandemic response.

Before documents are submitted

As the work of gathering the requested documents is ongoing, we cannot provide a specific figure for the resource implications at this time; however, hundreds of employees across the federal government are currently involved in producing the requested documents, which will entail a significant amount of time and resources.

After documents are submitted

The estimated financial cost of responding to the motion was $XX. Approximately XX full-time employees (FTEs) were involved in the response, working a total of approximately XX hours.

*(*figures to be updated once information is available and validated)*

Q6) How many documents will be handed over to the committee?

This transparent undertaking has resulted in thousands of pages, including ~~3,000 pages~~ from the Prime Minister's Office, already being shared with the Law Clerk and Parliamentary Counsel, a part of which is still with his office for review. ~~Approximately XXXX pages of documents were provided to the Law Clerk and Parliamentary Counsel on December 7.~~

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*(*figure to be updated as documents are provided)*

Q7) What are the Government of Canada's plans regarding vaccines?

The Government of Canada is committed to protecting the health and safety of Canadians and has a rigorous scientific review system in place to ensure vaccines are safe and effective in preventing the diseases they target.

The Government of Canada is well positioned to ensure that Canadians can be vaccinated against COVID-19. We have contracts in place to secure a large inventory of vaccines from various sources. This will give us access to seven potential vaccines with up to 358 million doses, including those that have produced recent positive results.

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Final vaccine allocation and roll out will ultimately be determined by FPT governments, and will be informed by the National Advisory Committee on Immunization's (NACI) final guidance on key populations for early COVID-19 immunization.

Q8) Will these documents tell Canadians when to expect a COVID-19 vaccine?

Planning and discussions regarding vaccine roll-out in Canada are still actively underway, and because of this, confirmed dates on when specific individuals can expect to receive a vaccine will likely not be included in the requested documents.

Commented [EE14]: We are uncertain at this time as to what the documents contain. There have been recent announcements about when Canadian may expect a COVID-19 vaccine.

*(***Based on any sensitive documents identified by departments in their search, we will develop further key messages and Qs&As to address those issues.)*

MEDIA RELATIONS PROTOCOL

- PCO Media Relations will be the point of contact for media calls about the coordination of the Government's response to the motion.
- Departmental media relations will be responsible for responding to media requests about specific documents, with leads to be determined based on the documents' subject matter.
- All departmental media calls on this issue should be flagged by departmental media relations to the relevant PCO analyst.

Communications Advisor
Laura Cummings, [redacted]
Philippe Charlebois, [redacted]
Senior Analyst, Communications and Consultations (PCO)

s.16(2)

DRAFT

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Simmering, William

From: Charlebois, Philippe
Sent: Monday, February 1, 2021 6:00 PM
To: MacKillop, Ken; Massabki, Myriam
Cc: Patterson, Adine
Subject: For review by 4PM Tuesday - COVID motion - MLQAs
Attachments: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03.docx

Good day,
Veuillez trouver en pièce jointe le document mis à jour sur la motion relative à COVID.
Les équipes de Paul Duchesne et de Jean Cintrat ont révisé.
Les suivis des modifications démontrent les changements que nous avons effectués depuis la dernière mouture.
Nous aimerions circuler suite à votre révision
Laissez-moi savoir si cela vous convient et/ou si vous avez besoin de plus de temps
merci

s.16(2)

Philippe Charlebois
Senior Analyst, Strategic Communications I Analyste principal, Communications stratégiques
Privy Council Office I Bureau du Conseil privé
philippe.charlebois@pco-bcp.gc.ca
Cell | Céllulaire : [redacted]

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Latest update: January 28, 2021

Media Lines

Motion on production of documents (COVID-19 pandemic response)

ISSUE

On Oct. 26, 2020, the House of Commons adopted a motion ordering the production of documents related to the federal government's response to the COVID-19 pandemic. ~~The current deadline to submit the documents is Monday, Nov. 30. The Clerk of the Privy Council Office has requested a seven-day extension to December 7, 2020.~~

These media lines/Qs&As are intended to provide messaging on the whole-of-government response to this motion.

BACKGROUND

On Oct. 26, 2020, the House of Commons adopted a motion ordering the production of documents related to the federal government's response to the COVID-19 pandemic. A number of federal government departments are ~~implicated~~ responding to ~~in~~ the motion, including:

- Health Canada
- Public Health Agency of Canada
- Innovation, Science and Economic Development Canada
- Privy Council Office
- Public Safety Canada
- Public Services and Procurement Canada

Departments are working to retrieve records primarily dating back to January 2018. The documents will be used as part of a health committee study into the federal government's COVID-19 response.

The motion require~~d~~s that the Government of Canada ~~to~~ respond by Nov. 30 initially. It also include~~d~~s a provision allowing the federal government to request a seven-day extension to that deadline, which has been implicitly granted.

To date, 19,051 pages of documents have been provided in the official language in which they were available, and that do not contain sensitive information. They were delivered in four batches on December 7 and 15, 2020 and on January 8 and 20, 2021.

PMO and implicated Ministers' Offices have provided separately approximately 14,000 pages of responsive records.

Commented [CP1]: Has that date changed?

Commented [CJ2]: Deadline is past. Suggest we not refer to it.

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MEDIA LINES

Key messages

- The Government of Canada is committed to continuing to work with provinces, territories, municipalities, Indigenous communities, and the private sector to respond to the pandemic and keep Canadians safe and healthy.

- Since the beginning of the COVID-19 pandemic, many federal departments have been working to support the Government of Canada's pandemic response. This work has touched on a broad range of important areas, such as healthcare, procurement, and vaccine deployment.

- We are committed to responding to the motion ~~providing Members of Parliament with the thousands of requested documents as quickly as possas quickly as possible ible~~ so that the Health committee can undertake its important, independent work on studying Canada's response to the COVID-19 pandemic. This transparent undertaking has resulted in thousands of pages, including ~~3,000 pages~~ from the Prime Minister's Office, already being shared with the Law Clerk and Parliamentary Counsel, ~~a part of which is still with his office for review~~.

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Communications Advisor
Laura Cummings, [redacted]
Philippe Charlebois, [redacted]
Senior Analyst, Communications and Consultations (PCO)

s.16(2)

DRAFT

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Simmering, William

From: Charlebois, Philippe
Sent: Monday, February 1, 2021 4:27 PM
To: Patterson, Adine
Subject: RE: Motion to produce documents
Attachments: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03.docx

Hi Adine
I got input from Paul and Jean Cintrat see attached
Let me know what you'd like me to do with this now (send to Myriam and Ken?)
merci

Philippe Charlebois
Cell | Cellulaire : [redacted] s.16(2)

De : Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>
Envoyé : 28 janvier 2021 13:15
À : Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>
Objet : FW: Motion to produce documents

As discussed, re: updating lines . . .

Thanks again!

Adine

Adine Patterson

Senior Analyst, Strategic Communications
Privy Council Office / Government of Canada
adine.patterson@pco.gc.ca / Tel: [redacted] s.16(2)

Analyste principale,Communications stratégiques
Bureau du Conseil privé / Gouvernement du Canada
adine.patterson@bcp.gc.ca / tél: [redacted]

From: Binnie, Kate <Kate.Binnie@pco-bcp.gc.ca>
Sent: January 28, 2021 12:25 PM
To: Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>
Cc: Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Bujold, Pierre-Alain <Pierre-Alain.Bujold@pco-bcp.gc.ca>
Subject: Motion to produce documents

Hi Adine,
As discussed, we need to update the ML-QAs about the motion to produce documents related to COVID. Can you please ask someone on your team to look at the attached to see what needs updating. You will have to connect with Jean Cintrat for a number of the items and get a sense of any upcoming dates that need to be flagged in here (like when we expect the next set of documents to be published by the Law Clerk). Paul should also review this document once you

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have input from Jean Cintrat. Once the document is updated, we will need to run it by Ken and Isabelle before sharing with PMO and the implicated departments (which are indicated in the attached).

This might be helpful in updating the document, it was a media response that GHLO provided to the G&M recently about the motion:

« We are committed to providing Members of Parliament with the thousands of requested documents as quickly as possible so that the Health committee can undertake its important, independent work on studying Canada's response to the COVID-19 pandemic. This transparent undertaking has resulted in thousands of pages, including 3,000 pages from the Prime Minister's Office, already being shared with the Law Clerk and Parliamentary Counsel, a part of which is still with his office for review.

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We will continue to comply with the order of the House of Commons to provide documents to the office of the Law Clerk and Parliamentary Counsel in a timely manner as they become available. »

As a reminder, the media relations protocol for the motion is:

- PCO Media Relations will be the point of contact for media calls about the coordination of the Government's response to the motion.
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Myriam - Once Adine gets a sense of the next milestones for this motion from Jean C then I suggest you hold a call with the relevant departments to ensure that everyone is aligned on messaging and the protocol.

Cheers,
Kate

Kate Binnie
A/Director General, Operations (Communications) / Directrice générale des opérations p.i. (Communications)
Privy Council Office/Bureau du Conseil privé

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Latest update: January 28, 2021

Media Lines

Motion on production of documents (COVID-19 pandemic response)

ISSUE

On Oct. 26, 2020, the House of Commons adopted a motion ordering the production of documents related to the federal government's response to the COVID-19 pandemic. ~~The current deadline to submit the documents is Monday, Nov. 30. The Clerk of the Privy Council Office has requested a seven-day extension to December 7, 2020.~~

These media lines/Qs&As are intended to provide messaging on the whole-of-government response to this motion.

BACKGROUND

On Oct. 26, 2020, the House of Commons adopted a motion ordering the production of documents related to the federal government's response to the COVID-19 pandemic. A number of federal government departments are ~~implicated~~ responding to ~~in~~ the motion, including:

- Health Canada
- Public Health Agency of Canada
- Innovation, Science and Economic Development Canada
- Privy Council Office
- Public Safety Canada
- Public Services and Procurement Canada

Departments are working to retrieve records primarily dating back to January 2018. The documents will be used as part of a health committee study into the federal government's COVID-19 response.

The motion require~~d~~s that the Government of Canada ~~to~~ respond by Nov. 30 initially. It also include~~d~~s a provision allowing the federal government to request a seven-day extension to that deadline, which has been implicitly granted.

To date, 19,051 pages of documents have been provided in the official language in which they were available, and that do not contain sensitive information. They were delivered in four batches on December 7 and 15, 2020 and on January 8 and 20, 2021.

PMO and implicated Ministers' Offices have provided separately approximately 14,000 pages of responsive records.

Commented [CP1]: Has that date changed?

Commented [CJ2]: Deadline is past. Suggest we not refer to it.

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Commented [CP3]: Was there not an extension granted?

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Latest update: January 28, 2021

Also of note, on December 16, 2020, January 20 and 29, 2020, the Law Clerk via the Speaker tabled 876 documents to the Committee. They included documents from HC, PHAC, DOJ, ISED, NRC, PSPC, PCO and PMO.

Some stakeholders, including industry organizations, members of the federal vaccine task force, and pharmaceutical companies, have publicly expressed concerns about the motion, citing issues with the potential release of confidential business information and noting that public servants would be required to devote resources to respond to the motion in lieu of supporting ongoing operations. Some have suggested that disclosure of vaccine development program information could compromise the regulatory authorization process and threaten both the timely availability of a vaccine for Canadians and the privacy of individuals participating in their studies.

MEDIA LINES

Key messages

- The Government of Canada is committed to continuing to work with provinces, territories, municipalities, Indigenous communities, and the private sector to respond to the pandemic and keep Canadians safe and healthy.

- Since the beginning of the COVID-19 pandemic, many federal departments have been working to support the Government of Canada's pandemic response. This work has touched on a broad range of important areas, such as healthcare, procurement, and vaccine deployment.
-

- We are committed to responding to the motion ~~providing Members of Parliament with the thousands of requested documents as quickly as possas quickly as possible ible~~ so that the Health committee can undertake its important, independent work on studying Canada's response to the COVID-19 pandemic. This transparent undertaking has resulted in thousands of pages, including ~~3,000 pages~~ from the Prime Minister's Office, already being shared with the Law Clerk and Parliamentary Counsel, ~~a part of which is still with his office for review~~.

- In that spirit, and in full compliance with the House of Commons motion, we have provided documents in the language in which they exist to the Law Clerk and Parliamentary Counsel before he tables them, considering the role that members have given him in reviewing these records.

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Latest update: January 28, 2021

- We take protecting Canada's official languages and upholding the Official Languages Act very seriously, and we know that the Law Clerk and Parliamentary Counsel will continue to do the same in the execution of his duties. Should he require additional assistance with the translation of the documents, he is able to request this assistance through the House of Commons Board of Internal Economy, and we are certain that members from the Government caucus would be happy to consider any request that he makes.

- We will continue to ~~comply with the order of the House of Commons to~~ provide documents to the office of the Law Clerk and Parliamentary Counsel in a timely manner as they become available.
- ~~We take this motion very seriously. Our primary objective is to be as responsive as possible to the motion, and to further the Standing Committee of Health's understanding of the government's response to the COVID-19 pandemic.~~

- ~~Departments have been actively working to respond to the motion and are committed to making best efforts to complete the work.~~

- ~~Given the considerable scope of this work, the ability to produce all relevant documents is a significant undertaking, which will entail a substantial amount of time and resources.~~

- ~~The Government of Canada is committed to providing parliamentarians with as much information as possible in accordance with the values of openness and transparency. We consistently strive to be as forthcoming with parliamentarians as possible, while respecting the Government's obligations to protect certain types of information from disclosure.~~

- The private sector, including those in the pharmaceutical industry, are playing a critical role in the pandemic response. The Government of Canada recognizes its contractual and regulatory confidentiality obligations to these organizations and is committed to protecting their sensitive vaccine-related information.

Commented [CJ4]: Technically, we are no complying with the motion given that the deadline is past

Commented [JT5]: These three bullets remain relevant.

Commented [CJ6]: agree

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DRAFT

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Latest update: January 28, 2021

QUESTIONS AND ANSWERS

Q1) Will the Government meet the new, extended deadline? Why isn't the Government being more transparent on this issue?

The Government of Canada is committed to providing parliamentarians with as much information as possible in accordance with the values of openness and transparency.

~~As provided for in the motion, we have requested a seven-day extension to the original deadline of Nov. 30.~~

We are committed to providing Members of Parliament with the thousands of requested documents as quickly as possible so that the Health committee can undertake its important, independent work on studying Canada's response to the COVID-19 pandemic. This transparent undertaking has resulted in thousands of pages, including ~~3,000 pages~~ from the Prime Minister's Office, already being shared with the Law Clerk and Parliamentary Counsel, a part of which is still with his office for review.

Departments have been actively working to respond to the motion and are committed to making best efforts to complete the work. Given the considerable scope of this work, the ~~ability to produce~~production of all relevant documents is a significant undertaking, which ~~will~~ entails a substantial amount of time and resources.

~~We are continuing to collect records including e-mails, documents, Question Period notes, and presentations. Thousands of documents have been identified as being potentially relevant to the productions orders. We are also in the process of reviewing these documents.~~

~~We expect to be in a position to provide an initial batch of documents by Dec. 7, 2020, as well as an update on our progress with respect to the orders for documents.~~

Q2) What about documents that contain commercial or business information sensitivities? How will they be handled?

We understand that current and prospective contractors and regulated parties may have concerns about the motion and its implications for information held by the Government of Canada.

Commented [JT7]: No longer relevant – we missed the deadline. Perhaps another questions might be, When will the government be able to provide all the relevant documents to the committee?

Commented [CJ8]: Agree

Commented [CP9]: does this still stand?

Commented [JT10]: See above.

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The Government of Canada carefully and diligently manages proprietary and confidential business information and is guided by the agreed upon terms and conditions of specific contracts.

We take this responsibility very seriously, and we will work closely with all concerned parties to ensure that their information continues to be protected per our contractual and regulatory obligations.

Q3) How will the Government of Canada handle redactions in regards to this request, in particular for privileged documents, Cabinet confidences, and business information?

As per the order, the Law Clerk will vet documents for personal information, national security, information relating to the Vaccine Task Force where its disclosure could reasonably be expected to interfere with contractual or other negotiations between the Government of Canada and a third party, and for interference with contractual or other negotiations.

Long-standing guidelines on the Government of Canada's policy for producing documents to parliamentarians set out 16 categories of information that are not typically provided. Examples of these categories include:

- Cabinet confidence;
- national security;
- advice to Ministers;
- information subject to solicitor-client privilege (and litigation privilege);
- personal information; and,
- information injurious to FPT or international relations.

The Government of Canada typically redacts Cabinet confidences and solicitor-client privileged information before sharing documents with the House of Commons. There are also significant concerns about confidential business information regarding COVID-19 vaccines being publicly shared.

Q4) Why might some of the documents be subject to Cabinet confidence and why should that be upheld?

Discussions between Cabinet ministers and the documents that reflect those deliberations are protected by the constitutional convention of Cabinet confidentiality.

In a system of responsible government, Cabinet is openly and collectively accountable to Parliament for the decisions it makes during the time it governs. If Cabinet ministers are to make decisions collectively, the privacy of their opinions and views in developing government policy must be protected. Otherwise, the collective responsibility of ministers to Parliament, which is essential to Cabinet government, would be difficult to maintain.

Commented [CJ11]: This will perhaps need an update following the OPS meeting. Update still TBC as per Jean C.

Commented [CL12]: From Maia: We'll need to be mindful of how and when the approach to redaction becomes public for the first time - ie should come via formal communication to the Law Clerk/Committee prior to this answer being used to respond to an enquiry.

Commented [CJ13]: Comments above still apply

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Q5) What will this motion cost the Government of Canada and how many resources have been used to respond to it? Have pandemic operations been affected?

Though ~~significant or~~ substantial resources have been directed to be able to fulfil this request, each department continues to play its role in supporting the Government of Canada's pandemic response.

Before documents are submitted

As the work of gathering the requested documents is ongoing, we cannot provide a specific figure for the resource implications at this time; however, hundreds of employees across the federal government are currently involved in producing the requested documents, which will entail a significant amount of time and resources.

After documents are submitted

The estimated financial cost of responding to the motion was $XX. Approximately XX full-time employees (FTEs) were involved in the response, working a total of approximately XX hours.

*(*figures to be updated once information is available and validated)*

Q6) How many documents will be handed over to the committee?

This transparent undertaking has resulted in thousands of pages, including ~~3,000 pages~~ from the Prime Minister's Office, already being shared with the Law Clerk and Parliamentary Counsel, ~~a part of which is still with his office for review~~. ~~Approximately XXXX pages of documents were provided to the Law Clerk and Parliamentary Counsel on December 7.~~

*(*figure to be updated as documents are provided)*

Q7) What are the Government of Canada's plans regarding vaccines?

The Government of Canada is committed to protecting the health and safety of Canadians and has a rigorous scientific review system in place to ensure vaccines are safe and effective in preventing the diseases they target.

The Government of Canada is well positioned to ensure that Canadians can be vaccinated against COVID-19. We have contracts in place to secure a large inventory of vaccines from various sources. This will give us access to seven potential vaccines with up to 358 million doses, including those that have produced recent positive results.

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Commented [BP14]: This was deleted above, should be here too.

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Final vaccine allocation and roll out will ultimately be determined by FPT governments, and will be informed by the National Advisory Committee on Immunization's (NACI) final guidance on key populations for early COVID-19 immunization.

Q8) Will these documents tell Canadians when to expect a COVID-19 vaccine?

Planning and discussions regarding vaccine roll-out in Canada are still actively underway, and because of this, confirmed dates on when specific individuals can expect to receive a vaccine will likely not be included in the requested documents.

Commented [EE15]: We are uncertain at this time as to what the documents contain. There have been recent announcements about when Canadian may expect a COVID-19 vaccine.

*(***Based on any sensitive documents identified by departments in their search, we will develop further key messages and Qs&As to address those issues.)*

MEDIA RELATIONS PROTOCOL

- PCO Media Relations will be the point of contact for media calls about the coordination of the Government's response to the motion.
- Departmental media relations will be responsible for responding to media requests about specific documents, with leads to be determined based on the documents' subject matter.
- All departmental media calls on this issue should be flagged by departmental media relations to the relevant PCO analyst.

Communications Advisor
Laura Cummings, [redacted]
Philippe Charlebois, [redacted]
Senior Analyst, Communications and Consultations (PCO)

s.16(2)

DRAFT

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Simmering, William

From: Jeffrey, Tamara
Sent: Monday, February 1, 2021 3:19 PM
To: Rivet, Raymond
Cc: Cintrat, Jean
Subject: Re: Search for records: ATIP A-2020-00505 due noon Feb 5, 2021)

Bonjour Raymond,

Agree option 2 would be best. If we could have them sent to Jean Cintrat, Maia Welbourne ans myself, that would be greatly appreciated.

Thank you,

Tamara

Sent from my iPhone

> On Feb 1, 2021, at 2:11 PM, Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca> wrote:
>
> Hi Tamara. Pls see response below from our Media Centre. I think the second option is best since you will receive the articles rather than just a summary.
> Do you have a distribution list for this product?
> RR
>
> **From:** Mukherjee, Mistu <Mistu.Mukherjee@pco-bcp.gc.ca>
> **Sent:** 1 février 2021 13:53
> **To:** Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Media Centre / Centre des medias (PCO/BCP) <mediacentre@pco-bcp.gc.ca>
> **Subject:** RE: Search for records: ATIP A-2020-00505 due noon Feb 5, 2021)
>
> All the summaries we saw included mostly print and broadcast coverage. This topic was included in the MM this morning and we have not come across much coverage since then. We can do the following:
>
> -Simply include summaries of coverage in the MM/Media Wrap-Up or,
> -Send you any daily clippings and alerts (social media posts and transcripts) we come across.
>
> Which do you prefer?
>
> Mistu
>
> **From:** Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
> **Sent:** Monday, February 1, 2021 1:27 PM
> **To:** Mukherjee, Mistu <Mistu.Mukherjee@pco-bcp.gc.ca>; Media Centre / Centre des medias (PCO/BCP) <mediacentre@pco-bcp.gc.ca>
> **Subject:** RE: Search for records: ATIP A-2020-00505 due noon Feb 5, 2021)

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Thanks Mistu. Daily clippings would be great but is there a possibility to get a summary of social media or broadcast coverage.
I believe there were summaries (of coverage of Govt announcements) produced early in the pandemic. What did these summaries include?
RR

From: Mukherjee, Mistu <Mistu.Mukherjee@pco-bcp.gc.ca>
Sent: 1 février 2021 13:03
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Media Centre / Centre des medias (PCO/BCP) <mediacentre@pco-bcp.gc.ca>
Subject: RE: Search for records: ATIP A-2020-00505 due noon Feb 5, 2021)

Yes of course. Were you looking for clippings or a media summary Raymond?

Mistu

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Monday, February 1, 2021 12:20 PM
To: Media Centre / Centre des medias (PCO/BCP) <mediacentre@pco-bcp.gc.ca>
Cc: Mukherjee, Mistu <Mistu.Mukherjee@pco-bcp.gc.ca>
Subject: FW: Search for records: ATIP A-2020-00505 due noon Feb 5, 2021)

Good morning. Below is reporting on some of the documents provided in response to the HoC Health Committee motion. Would it be possible to alert us to any reporting on this subject going forward?
I can be reached at [redacted] **s.16(2)**

published: 2021-02-01 07:00 (EST)
received: 2021-02-01 07:04 (EST)
<image001.png>
Globe and Mail.com
Politics, **Words:** 852
published: 2021-02-01 07:00 (EST)
received: 2021-02-01 07:04 (EST)
Globe and Mail.com
Politics, **Words:** 852

PMO e-mails reveal frustration with Public Health Agency as pandemic worsened

Latest document release shows Trudeau's top political aides felt blindsided at times by the organization's decisions

by: Bill Curry

Internal e-mails reveal a sense of frustration among the highest levels of the Prime Minister's Office with the Public Health Agency of Canada, as political staff were caught off guard by some of the agency's key announcements during the pandemic and questioned its decisions.

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The rare look at exchanges between Prime Minister Justin Trudeau's top political aides shows they felt blindsided at times by the agency's decisions. They also questioned whether Public Health was properly consulting others on matters including personal protective equipment.

For instance, PMO issues adviser Sabrina Kim wrote to a colleague on April 20, stating, "PHAC has posted PPE guidance for essential workers ... it is quite detailed ... None of us were aware."

Ms. Kim suggested the information should be taken offline.

"We can't take down public health advice," responded Samantha Khalil, the PMO's deputy director of issues management. "Let's work on dealing with it."

Shannon Zimmerman, a senior adviser to Deputy Prime Minister Chrystia Freeland, offered her assessment in an e-mail. She said the guidance was posted even though cabinet had yet to approve a plan for what PPE the federal government would be providing.

"I agree this can't be taken down, but I'd think at the very least PHAC should have to consult some industry so ... industry knows what's expected of them or PHAC can hear their challenges? No?"

"Obviously," Ms. Khalil replied in an e-mail that copied five other PMO staff. "I have made it clear to health that it is unacceptable this has happened for a second time."

The e-mails are part of the latest release of what will ultimately be tens of thousands of internal government documents that will be disclosed in response to a document production order approved by the House of Commons in October over the objections of Liberal MPs.

An earlier release of documents included an internal report by Public Health's audit and evaluation office that highlighted a wide range of problems inside the organization.

That report, titled Lessons Learned, described an agency that lacked the in-house expertise to manage the escalating health crisis. It also reported that Canada's Chief Public Health Officer, Theresa Tam, would often receive information from the agency that was inaccurate or in the wrong format.

That report found the agency "did not have the breadth and depth of human resources required to support an emergency response of this never-seen-before magnitude, complexity or duration."

The report was dated September, 2020. On Sept. 19, Public Health president Tina Namiesniowski announced she was resigning from the agency.

Another e-mail in the most recent release of documents, sent at 7:15 a.m. on Aug. 8, shows the Prime Minister's chief of staff, Katie Telford, forwarded an article to her PMO colleague Marci Surkes.

"Front page of globe. How will we respond to this?"

The story was The Globe and Mail's latest report on the agency's Global Public Health Intelligence Network, which had just started issuing alerts about disease outbreaks for the first time since May 24, 2019, when it had been effectively shut down.

The story noted the revival of the system came about two weeks after The Globe reported that it had effectively been shelved.

The intelligence network was created in the mid-1990s to gather information on outbreak threats and was credited for detecting crucial intelligence during several previous international outbreaks, including SARS and H1N1. The Globe reported that, starting in 2018, Ottawa began to shift GPHIN's internal resources toward domestic projects that did not involve pandemic preparedness.

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The PMO e-mails suggest confusion within the government about the oversight of GPHIN, and who was responsible for the decisions surrounding its curtailing.

"I've asked Rick [Theis] to dig in," Ms. Surkes replied, in reference to another senior PMO colleague. "Neither of us had a heads up."

Another e-mail from Ms. Surkes later that morning states: "it sounds like Sabina was also not aware; she's getting briefed at 10 am and will update us."

Sabina Saini is the chief of staff to Health Minister Patty Hajdu, the minister responsible for Public Health. An e-mail from Brian Clow, the PMO's director of issues management, to Ms. Telford and other senior staff said that Ms. Saini would be speaking with the president of the agency and would report back.

It is unusual for the internal e-mails of political staff to be released publicly, as such records are normally exempt from release under the Access to Information Act. However this disclosure is separate from that act and is in response to an Oct. 26 motion approved by the House of Commons, ordering departments and ministers' offices to produce all memos, e-mails and other records related to Canada's COVID-19 response.

The government said it has provided more than 30,000 pages to Parliament, but only a small percentage of those records have been published to date as most have not yet been translated.

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Follow this link to view this story on globeandmail.com: PMO e-mails reveal frustration with Public Health Agency as pandemic worsened The viewing of this article is only available to Globe Unlimited subscribers.

For the online article click here.

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From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: 1 février 2021 11:05
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: RE: Search for records: ATIP A-2020-00505 due noon Feb 5, 2021)

Effectivement.

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Monday, February 1, 2021 10:54 AM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: FW: Search for records: ATIP A-2020-00505 due noon Feb 5, 2021)

Bonjour Jean et Tamara. Vous avez vu cette demande d'accès à l'information?

From: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>
Sent: 29 janvier 2021 14:21
To: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-

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bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Binnie, Kate <Kate.Binnie@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>
Cc: Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>
Subject: Search for records: ATIP A-2020-00505 due noon Feb 5, 2021)

Hello,

Please reply by **Noon on February 5, 2021** via email (please do NOT *Reply All*):

1. If you have records for the following request, please advise how long it will take to prepare and e-mail the materials.
2. Please provide records with recommended redactions to Sherry Dhillon.
3. Electronic records may be attached to your reply.
4. If you do not have records, please indicate **NIL**.

DIRECTORS: Please share with anyone else on your team, should there be additional analysts involved.

Please check both Bnet and Cabnet (only if possible) for records. Thank you!

Bonjour,

Veuillez envoyer vos réponses **avant midi le 5 février 2021** (SVP, N'UTILISEZ PAS la fonction *Répondre à tous*) :

1. Si vous avez des dossiers pour la demande qui suit, veuillez nous indiquer le temps qui sera nécessaire pour préparer les documents.
2. Veuillez fournir les dossiers ainsi que les recommandations sur les parties à caviarder à Sherry Dhillon.
3. Les dossiers électroniques peuvent être joints à la réponse que vous enverrez.
4. Si vous n'avez aucun dossier, veuillez indiquer **AUCUN**.

DIRECTEURS : Veuillez transmettre le courriel à d'autres membres de votre équipe si des analystes supplémentaires devaient s'avérer nécessaires.

N'oubliez pas de chercher dans vos dossiers sur Bnet et sur Cabnet (si possible).
Merci!

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The Privy Council Office (PCO) has received the following request under the Access to Information Act (ATIA):

Le Bureau du Conseil privé (BCP) a reçu la demande suivante en application de la *Loi sur l'accès à l'information* (LAI):

> **"A-2020-00505 - Provide January 1, 2021 to present memos, briefings to the PM, Clerk re covid-19 on: . vaccine shortages . vaccine stoppages . vaccine costs . vaccine roll outs . vaccine adverse reactions . exporting vaccines As well, provide from October 26, 2020 to present the following data on the government working group under the Clerk responding to the House of Commons October 26, 2020 motion for the production of pandemic records, the membership, assigned staff, meetings and status reports and costs (including for collection, production, translation of records). Include the estimates of number and type of records, pages, number of pages severances or exempted or excluded and timetable for all the records to being produced for the Commons."**

Thank you for your continued collaboration.

Merci pour votre collaboration continue.

Sherry Dhillon

s.16(2)

Project Coordinator, Strategic Communications
Privy Council Office / Government of Canada
sherry.dhillon@pco-bcp.gc.ca / Cell: [redacted]

Coordonnatrice de projets, Communications stratégiques
Bureau du Conseil privé / Gouvernement du Canada
sherry.dhillon@pco-bcp.gc.ca / Tél. cell. : [redacted]

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Simmering, William

From: Charlebois, Philippe
Sent: Monday, February 1, 2021 6:00 PM
To: MacKillop, Ken; Massabki, Myriam
Cc: Patterson, Adine
Subject: For review by 4PM Tuesday - COVID motion - MLQAs
Attachments: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03.docx

Good day,
Veuillez trouver en pièce jointe le document mis à jour sur la motion relative à COVID.
Les équipes de Paul Duchesne et de Jean Cintrat ont révisé.
Les suivis des modifications démontrent les changements que nous avons effectués depuis la dernière mouture.
Nous aimerions circuler suite à votre révision
Laissez-moi savoir si cela vous convient et/ou si vous avez besoin de plus de temps
merci

Philippe Charlebois
Senior Analyst, Strategic Communications I Analyste principal, Communications stratégiques
Privy Council Office I Bureau du Conseil privé
philippe.charlebois@pco-bcp.gc.ca s.16(2)
Cell | Céllulaire : [redacted]

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Latest update: January 28, 2021

Media Lines

Motion on production of documents (COVID-19 pandemic response)

ISSUE

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- Health Canada
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- Innovation, Science and Economic Development Canada
- Privy Council Office
- Public Safety Canada
- Public Services and Procurement Canada

Departments are working to retrieve records primarily dating back to January 2018. The documents will be used as part of a health committee study into the federal government's COVID-19 response.

The motion require~~d~~s that the Government of Canada ~~to~~ respond by Nov. 30 initially. It also include~~d~~s a provision allowing the federal government to request a seven-day extension to that deadline, which has been implicitly granted.

To date, 19,051 pages of documents have been provided in the official language in which they were available, and that do not contain sensitive information. They were delivered in four batches on December 7 and 15, 2020 and on January 8 and 20, 2021.

PMO and implicated Ministers' Offices have provided separately approximately 14,000 pages of responsive records.

Commented [CP1]: Has that date changed?

Commented [CJ2]: Deadline is past. Suggest we not refer to it.

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Commented [CP3]: Was there not an extension granted?

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Latest update: January 28, 2021

Also of note, on December 16, 2020, January 20 and 29, 2020, the Law Clerk via the Speaker tabled 876 documents to the Committee. They included documents from HC, PHAC, DOJ, ISED, NRC, PSPC, PCO and PMO.

Some stakeholders, including industry organizations, members of the federal vaccine task force, and pharmaceutical companies, have publicly expressed concerns about the motion, citing issues with the potential release of confidential business information and noting that public servants would be required to devote resources to respond to the motion in lieu of supporting ongoing operations. Some have suggested that disclosure of vaccine development program information could compromise the regulatory authorization process and threaten both the timely availability of a vaccine for Canadians and the privacy of individuals participating in their studies.

MEDIA LINES

Key messages

- The Government of Canada is committed to continuing to work with provinces, territories, municipalities, Indigenous communities, and the private sector to respond to the pandemic and keep Canadians safe and healthy.
- Since the beginning of the COVID-19 pandemic, many federal departments have been working to support the Government of Canada's pandemic response. This work has touched on a broad range of important areas, such as healthcare, procurement, and vaccine deployment.
-
- We are committed to responding to the motion ~~providing Members of Parliament with the thousands of requested documents as quickly as possas quickly as possible ible~~ so that the Health committee can undertake its important, independent work on studying Canada's response to the COVID-19 pandemic. This transparent undertaking has resulted in thousands of pages, including ~~3,000 pages~~ from the Prime Minister's Office, already being shared with the Law Clerk and Parliamentary Counsel, ~~a part of which is still with his office for review~~.
- In that spirit, and in full compliance with the House of Commons motion, we have provided documents in the language in which they exist to the Law Clerk and Parliamentary Counsel before he tables them, considering the role that members have given him in reviewing these records.

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Latest update: January 28, 2021

- We take protecting Canada's official languages and upholding the Official Languages Act very seriously, and we know that the Law Clerk and Parliamentary Counsel will continue to do the same in the execution of his duties. Should he require additional assistance with the translation of the documents, he is able to request this assistance through the House of Commons Board of Internal Economy, and we are certain that members from the Government caucus would be happy to consider any request that he makes.

- We will continue to ~~comply with the order of the House of Commons to~~ provide documents to the office of the Law Clerk and Parliamentary Counsel in a timely manner as they become available.
- ~~We take this motion very seriously. Our primary objective is to be as responsive as possible to the motion, and to further the Standing Committee of Health's understanding of the government's response to the COVID-19 pandemic.~~

- ~~Departments have been actively working to respond to the motion and are committed to making best efforts to complete the work.~~

- ~~Given the considerable scope of this work, the ability to produce all relevant documents is a significant undertaking, which will entail a substantial amount of time and resources.~~

- ~~The Government of Canada is committed to providing parliamentarians with as much information as possible in accordance with the values of openness and transparency. We consistently strive to be as forthcoming with parliamentarians as possible, while respecting the Government's obligations to protect certain types of information from disclosure.~~

- The private sector, including those in the pharmaceutical industry, are playing a critical role in the pandemic response. The Government of Canada recognizes its contractual and regulatory confidentiality obligations to these organizations and is committed to protecting their sensitive vaccine-related information.

Commented [CJ4]: Technically, we are no complying with the motion given that the deadline is past

Commented [JT5]: These three bullets remain relevant.

Commented [CJ6]: agree

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Latest update: January 28, 2021

QUESTIONS AND ANSWERS

Q1) Will the Government meet the new, extended deadline? Why isn't the Government being more transparent on this issue?

The Government of Canada is committed to providing parliamentarians with as much information as possible in accordance with the values of openness and transparency.

~~As provided for in the motion, we have requested a seven-day extension to the original deadline of Nov. 30.~~

We are committed to providing Members of Parliament with the thousands of requested documents as quickly as possible so that the Health committee can undertake its important, independent work on studying Canada's response to the COVID-19 pandemic. This transparent undertaking has resulted in thousands of pages, including ~~3,000 pages~~ from the Prime Minister's Office, already being shared with the Law Clerk and Parliamentary Counsel, a part of which is still with his office for review.

Departments have been actively working to respond to the motion and are committed to making best efforts to complete the work. Given the considerable scope of this work, the ~~ability to produce~~production of all relevant documents is a significant undertaking, which ~~will~~ entails a substantial amount of time and resources.

~~We are continuing to collect records including e-mails, documents, Question Period notes, and presentations. Thousands of documents have been identified as being potentially relevant to the productions orders. We are also in the process of reviewing these documents.~~

~~We expect to be in a position to provide an initial batch of documents by Dec. 7, 2020, as well as an update on our progress with respect to the orders for documents.~~

Q2) What about documents that contain commercial or business information sensitivities? How will they be handled?

We understand that current and prospective contractors and regulated parties may have concerns about the motion and its implications for information held by the Government of Canada.

Commented [JT7]: No longer relevant – we missed the deadline. Perhaps another questions might be, When will the government be able to provide all the relevant documents to the committee?

Commented [CJ8]: Agree

Commented [CP9]: does this still stand?

Commented [JT10]: See above.

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The Government of Canada carefully and diligently manages proprietary and confidential business information and is guided by the agreed upon terms and conditions of specific contracts.

We take this responsibility very seriously, and we will work closely with all concerned parties to ensure that their information continues to be protected per our contractual and regulatory obligations.

Q3) How will the Government of Canada handle redactions in regards to this request, in particular for privileged documents, Cabinet confidences, and business information?

As per the order, the Law Clerk will vet documents for personal information, national security, information relating to the Vaccine Task Force where its disclosure could reasonably be expected to interfere with contractual or other negotiations between the Government of Canada and a third party, and for interference with contractual or other negotiations.

Long-standing guidelines on the Government of Canada's policy for producing documents to parliamentarians set out 16 categories of information that are not typically provided. Examples of these categories include:

- Cabinet confidence;
- national security;
- advice to Ministers;
- information subject to solicitor-client privilege (and litigation privilege);
- personal information; and,
- information injurious to FPT or international relations.

The Government of Canada typically redacts Cabinet confidences and solicitor-client privileged information before sharing documents with the House of Commons. There are also significant concerns about confidential business information regarding COVID-19 vaccines being publicly shared.

Q4) Why might some of the documents be subject to Cabinet confidence and why should that be upheld?

Discussions between Cabinet ministers and the documents that reflect those deliberations are protected by the constitutional convention of Cabinet confidentiality.

In a system of responsible government, Cabinet is openly and collectively accountable to Parliament for the decisions it makes during the time it governs. If Cabinet ministers are to make decisions collectively, the privacy of their opinions and views in developing government policy must be protected. Otherwise, the collective responsibility of ministers to Parliament, which is essential to Cabinet government, would be difficult to maintain.

Commented [CJ11]: This will perhaps need an update following the OPS meeting. Update still TBC as per Jean C.

Commented [CL12]: From Maia: We'll need to be mindful of how and when the approach to redaction becomes public for the first time - ie should come via formal communication to the Law Clerk/Committee prior to this answer being used to respond to an enquiry.

Commented [CJ13]: Comments above still apply

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Q5) What will this motion cost the Government of Canada and how many resources have been used to respond to it? Have pandemic operations been affected?

Though ~~significant or~~ substantial resources have been directed to be able to fulfil this request, each department continues to play its role in supporting the Government of Canada's pandemic response.

Before documents are submitted

As the work of gathering the requested documents is ongoing, we cannot provide a specific figure for the resource implications at this time; however, hundreds of employees across the federal government are currently involved in producing the requested documents, which will entail a significant amount of time and resources.

After documents are submitted

The estimated financial cost of responding to the motion was $XX. Approximately XX full-time employees (FTEs) were involved in the response, working a total of approximately XX hours.

*(*figures to be updated once information is available and validated)*

Q6) How many documents will be handed over to the committee?

This transparent undertaking has resulted in thousands of pages, including ~~3,000 pages~~ from the Prime Minister's Office, already being shared with the Law Clerk and Parliamentary Counsel, ~~a part of which is still with his office for review~~. ~~Approximately XXXX pages of documents were provided to the Law Clerk and Parliamentary Counsel on December 7.~~

*(*figure to be updated as documents are provided)*

Q7) What are the Government of Canada's plans regarding vaccines?

The Government of Canada is committed to protecting the health and safety of Canadians and has a rigorous scientific review system in place to ensure vaccines are safe and effective in preventing the diseases they target.

The Government of Canada is well positioned to ensure that Canadians can be vaccinated against COVID-19. We have contracts in place to secure a large inventory of vaccines from various sources. This will give us access to seven potential vaccines with up to 358 million doses, including those that have produced recent positive results.

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Commented [BP14]: This was deleted above, should be here too.

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Final vaccine allocation and roll out will ultimately be determined by FPT governments, and will be informed by the National Advisory Committee on Immunization's (NACI) final guidance on key populations for early COVID-19 immunization.

Q8) Will these documents tell Canadians when to expect a COVID-19 vaccine?

Planning and discussions regarding vaccine roll-out in Canada are still actively underway, and because of this, confirmed dates on when specific individuals can expect to receive a vaccine will likely not be included in the requested documents.

Commented [EE15]: We are uncertain at this time as to what the documents contain. There have been recent announcements about when Canadian may expect a COVID-19 vaccine.

*(***Based on any sensitive documents identified by departments in their search, we will develop further key messages and Qs&As to address those issues.)*

MEDIA RELATIONS PROTOCOL

- PCO Media Relations will be the point of contact for media calls about the coordination of the Government's response to the motion.
- Departmental media relations will be responsible for responding to media requests about specific documents, with leads to be determined based on the documents' subject matter.
- All departmental media calls on this issue should be flagged by departmental media relations to the relevant PCO analyst.

Communications Advisor
Laura Cummings, [redacted]
Philippe Charlebois, [redacted]
Senior Analyst, Communications and Consultations (PCO)

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DRAFT

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Simmering, William

From: Blanchard, Dominique
Sent: Monday, February 1, 2021 6:17 PM
To: Babad, Luke
Subject: Re: Raccoon approvals - FW: Approval of Documents

Ok good to know. Cause I spoke with someone else before who was not able to help

Sent from my iPhone

> On Feb 1, 2021, at 5:48 PM, Babad, Luke <Luke.Babad@pco-bcp.gc.ca> wrote:
>
> I'm not technically advanced on the system but could always pull it up from phone and help you trouble-shoot.
>
> The department's guru on Ringtail is Monique.Oliveira@pco-bcp.gc.ca , +1 (613) 614-1771, and she's very helpful.
>
> Luke
>
> Sent from my iPhone
>
> > On Feb 1, 2021, at 5:45 PM, Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca> wrote:
> >
> > As an aside, next time I have to do something in raccoon, I'll need to be on the phone with someone to help me out with a few things. I can't figure out how to:
> >
> > - Track where I am on the list (other than remembering which one I did last, or clicking back into it to check)
> > - Open all of the documents associated with a single entry
> > - Make the document readable without clicking the zoom button multiple times for each page, then scrolling back and forth, due to the small window
> > - Code against sections other than Q-V (or whatever the right letters are)
> >
> > **From:** Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
> > **Sent:** Monday, February 1, 2021 5:42 PM
> > **To:** Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>
> > **Subject:** Re: Raccoon approvals - FW: Approval of Documents
> >
> > Noted - I'll let them know
> >
> > Sent from my iPhone

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On Feb 1, 2021, at 5:41 PM, Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca> wrote:

I did these three binders two weekends ago. If they are saying I have to go in and review these a third time, then I honestly don't even know what to say any more.

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Monday, February 1, 2021 5:22 PM
To: Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>
Subject: Raccoon approvals - FW: Approval of Documents

Evening Dom,

Just passing on the latest request from LHP for your approval of e-binders in the system. I've advised I can't commit to a timeline on your behalf.

As an aside, I hope you had a nice weekend. I went skating – two large bruises, but it was fun.
Luke

From: Babad, Luke
Sent: Monday, February 1, 2021 5:20 PM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: RE: Approval of Documents

Hi Tamara,

Hope you're doing well. I can't speak to Dom's schedule or next availability to get into the office safely to access Ringtail, but I will certainly check in with her on this.

Best,
Luke

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: Monday, February 1, 2021 4:11 PM
To: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Subject: Approval of Documents

Hi Luke,

Just quickly wanted to touch base to see if you knew whether Dominique planned on approving the outstanding COVID-19 Secretariat records. She currently has 3 ebinders waiting for her approval :

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- 00003 COVID-19 – needed response Motion BINDER: docs missing para - waiting for Approver to finish review (119 docs returned from DOJ from Dec 6 production (312))
- 00003 COVID-19 APPROVAL BINDER – Not Sure: 2 docs not coded #000001810 and #000001966 : 5 docs reviewed and approved as NO Highlights Required
- 00015 OPERATIONS (COVID-19) – APPROVAL BINDER: 1 document is missing coding #000014041 from Approver - 8 docs reviewed and approved as NO Highlights Required.

Any intel would be greatly appreciated!

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted] s.16(2)
Tamara.Jeffrey@pco-bcp.gc.ca

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Simmering, William

From: Mulkins, Marta
Sent: Tuesday, February 2, 2021 1:31 PM
To: Brochet, Vanessa; Neilson, David; Kasouf, Steven
Subject: FW: Injury Evaluation
Attachments: Terms of Reference ver 4.8CLEAN.docx; Injury Evaluation_ver1.4.docx

Colleagues – Steven you might have been aware of this but please see attached the DRAFT proposal from HC as to 1) how they will implement an Injury Evaluation panel and 2) the 'guidance' for determination of injury for reviewers, rooted in ATI practices.

While he is seeking our comment, we also may eventually endorse this for sharing and use by the broader Motion OGD community.

Your comments please on the submitted and recommendations on the second point re our possible endorsement for general use?

Merci à l'avance

Marta

From: Gauthier, Jean-pierre (HC/SC) <jean-pierre.gauthier@canada.ca>
Sent: Tuesday, February 2, 2021 11:08 AM
To: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; Stringham, James <James.Stringham@justice.gc.ca>
Cc: Gémar, Laurent (HC/SC) <laurent.gemar@canada.ca>; McGrath, Eva (HC/SC) <eva.mcgrath@canada.ca>; Dufresne, Robert (HC/SC) <robert.dufresne@canada.ca>; Richardson, Cynthia (HC/SC) <cynthia.richardson@canada.ca>
Subject: Injury Evaluation

Good morning Marta and James.

As promised, please find attached two documents framing the Injury Evaluation that we have prepared. You may have seen the Terms of Reference as they are attached to our Redaction Workflow document.

These documents supplement the training material from our ATIP Directorate on sensitive information and the DoJ training material on Cabinet Confidence and Client/solicitor Privilege.

Your feedback and suggestions are welcome.

Merci.

JnP

Jean-Pierre Gauthier
Director General, Motion Lead Team
Health Products and Food Branch
Health Canada / Government of Canada
jean-pierre.gauthier@canada.ca / Cell. : 343-572-1675

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Directeur général, Équipe de coordination de la Résolution
Direction générale des produits de santé et des aliments
Santé Canada / Gouvernement du Canada
jean-pierre.gauthier@canada.ca / Cell. : 343-572-1675

"The land on which we work is traditional Algonquin territory"
« Les terres sur lesquelles nous travaillons se trouvent sur les territoires traditionnels Algonquins »

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Response to the COVID Motion of the H of C

Redaction process – Injury Evaluation Test

Introduction

This guide is an aid for the evaluation of injury for records responsive to the motion adopted by the House of Commons on October 26, 2020. This evaluation is conducted by subject matter experts as part of the Injury Evaluation Team.

The role of the Injury Evaluation Team is to determine whether the release of sensitive information for the following categories is considered to be "injurious":

1. National Security
2. Advice
3. Federal-Provincial-Territorial - International
4. Irrelevant Portion
5. Third-Party Information

Records responsive to the motion are highlighted for sensitive information by Redactors. The QAQC team reviews these highlights and make adjustments as necessary to identify sensitive information. Records would then proceed to the Injury Evaluation Team members for their review and advice with respect to the impact of releasing the sensitive information in the public domain.

The question is to determine whether or not the Government of Canada would suffer injurious consequence by the release of a specific piece of sensitive information. Members of the Injury Evaluation team are expected to be able to explain the conclusion of their review. They are providing their best advice using the expertise and knowledge of the Health Canada Portfolio business. They can consult the ATIP Directorate for guidance and discuss difficult cases at the Injury Evaluation Team meetings with their colleagues.

Considerations are provided below to assist in this review and to ensure that the exclusion of a record (in whole or in part) based on injury is being done on an objective and consistent basis.

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General considerations for all categories

- If this information were to be disclosed, what is the injury?
- Is the injury current, specific and probable?
    - Current – is the injury expected to happen within the next 3-6 months?
    - Specific – is the injury clearly defined?
    - Probable – is the injury reasonably expected to happen from an objective perspective?

National Security

- Considerations
    - Was the information received in confidence?
    - Has the information been made public?
    - Would the release of the information be injurious to national security?
    - Does the content warrant using the discretion to protect?
    - Pieces of information alone may not be injurious, but added together, they may uncover serious information and thus need to be protected (Mosaic Effect)

Advice

- Considerations
    - Is the information very sensitive?
    - Is there significant harm in releasing the information? If so, what is the harm?
    - Does the harm outweigh the public interest in disclosing the information to Parliament?
    - Is the advice part of an ongoing issue, or have final decisions been made?
    - If options were given, and one ultimately chosen, is there a harm in revealing what the other options were at the time?

FPT relations

- Considerations
    - Was the information received in confidence?
    - Has the information been made public?
    - Would the release of the information injure federal-provincial affairs, or the public interest more generally?
    - Does the record reflect tactics or strategies for federal-provincial affairs?
    - Would the release of the information be injurious to federal-provincial consultations or deliberations?
    - Does the content otherwise warrant using the discretion to protect?
    - What is the context around the situation?
    - How do you believe it would impact FPT or international affairs, what in your opinion is the concern about the harm of disclosure of this records?

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International Relations

- Considerations
  - Was the information received in confidence?
  - Has the information been made public?
  - Does the record reflect positions or strategies for international negotiations?
  - Would the release of the information be injurious to international relations?
  - Is the record diplomatic correspondence?
  - Does the content warrant using the discretion to protect?
  - Pieces of information alone may not be injurious, but added together, they may uncover serious information and thus need to be protected (Mosaic Effect)

Irrelevant Portion

- Considerations
  - Is the information very sensitive?
  - Is there significant harm in releasing the information?
  - Was the information received in confidence?
  - Has the information been made public?

Third-Party Information

- Considerations
  - Is the information kept confidential by both parties?
  - Is there an expectation by the third party that the GOC would keep the information confidential?
  - Would the disclosure cause the third party injury to their competitive position or their ability to enter into negotiations?
  - Is there public interest in disclosing the information that outweighs the anticipated harm?

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Terms of Reference - DRAFT

Health Portfolio Injury Evaluation Team

1. Mission statement

a. To effectively support the Health Portfolio response to the Motion adopted by the House of Communes on 26 October 2020 ordering the Government to provide documents on the management of the COVID-19 pandemic (the Motion).

2. Mandate of the Team

a. To provide as many responsive documents to the Law Clerk as possible.
b. To determine the potential level of injury to the Government of Canada by making public sensitive information relating to National Security, Advice, Federal-Provincial-Territorial-International Affairs, irrelevant information embedded in responsive documents and third-party information.
c. To conduct the injury evaluation quickly and effectively.
d. To respect the obligations of the Government of Canada to protect sensitive information, where applicable.

3. Composition

Membership on the Team include:

a. The Director General of the Health Portfolio Motion Lead Team
b. The Director of the ATIP Directorate or her representative
c. Subject Matter Experts on a subject related to the various sensitive information categories, for example FPT and International relations.

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4. Role of Team members

a. The Director General of the Motion Lead team:
    i. Organizes coordination meetings of the Team to review the trends and issues related to the Subject Matter Experts findings while assessing the seriousness of the injury by making some sensitive information public;
    ii. Encourages best practices and consistency; and
    iii. Documents consensus in the Q&A reference document.
b. The ATIP Directorate representative:
    i. Support Team Subject Matter Experts while conducting assessments;
    ii. Relays complex questions pertaining to the Legal Team, when applicable.
c. The roles and responsibilities of the Subject Matter Experts is to review highlights in documents that have been confirmed by the QaQc team to have sensitive information relating to National Security, Advice, Federal-Provincial-Territorial-International Affairs, irrelevant information embedded in responsive documents and third-party information and to assess the seriousness of the injury to the Government of Canada should the information become public.
d. Subject Matter Experts will also support the discussion of the Team at coordination meetings and provide recommendation pertaining to their area of expertise on whether there is potential injury.

5. Meetings

a. The Team will meet once a week starting in February 2020.
b. The frequency of meetings will be periodically re-examined to ensure best use of Team members' time.
c. The meetings will be held virtually.
d. In order for a meeting to take place, there is no quorum requirement.

6. Topics of discussion

a. The Team meetings will follow a flexible agenda to foster discussion and consensus building;
b. Any member of the Team can submit relevant topics for discussion;
c. The discussion will include exchange on complex issues encountered by the Subject Matter Experts while conducting their assessment;
d. The discussion will also include any process issues.

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7. Secretariat

a. The Director General of the Health Portfolio Motion Lead Team and his Motion Lead Team will provide secretariat services for the Team, performing functions such as:
    i. Maintaining membership lists and coordinates of each member;
    ii. Circulating agendas and documentation to Team members; and
    iii. Organizing all logistics for Team meetings
    iv. Coordinating with DoJ to ensure files are assigned to the relevant experts for review (e.g., grouped by area of expertise).
b. The Director General of the Health Portfolio Motion Lead Team and his Motion Lead Team will update the Q&A reference document to incorporate the conclusions of the Team's discussion.

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Simmering, William

From: Massabki, Myriam
Sent: Tuesday, February 2, 2021 2:24 PM
To: Rivet, Raymond
Cc: Duchesne, Paul
Subject: Re: HESA Motion - PCO Interdepartmental Coord call - Request for Comms Input

Tout à fait d'accord.
Paul, tu peux avoir quelqu'un de ton équipe ? Ou avoir des points pour Ray?

Envoyé de mon iPhone

> Le 2 févr. 2021 à 14:17, Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca> a écrit :
>
> Pas de problème Myriam mais j'aimerais discuter de l'aspect surveillance des médias, etc.
>
> Sent from my iPhone
>
> > On Feb 2, 2021, at 2:03 PM, Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca> wrote:
> >
> > Salut Raymond,
> > Voir la demande ci dessous.
> > Est ce que tu peux être le point de contact et participer à la présentation au nom des Comms au BCP?
> > Merci,
> > Myriam
> > **From:** Mulkins, Marta
> >
> > **Sent:** Monday, February 1, 2021 6:24 PM
> > **To:** Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>
> > **Cc:** Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
> > **Subject:** RE: HESA Motion - PCO Interdepartmental Coord call - Request for Comms Input
> >
> > Colleagues,

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

The agenda is coming together for this Thursday's ADM Coord meeting and, as per the below, we are proposing the topics highlighted below for you to address if possible – happy to discuss in advance to explain the 'ask' from last week. Please don't hesitate to reach out:

DRAFT - Interdepartmental COVID Motion Coordination Call – 04 February 2021

1. PCO Welcome and General Update
    a. Batch 5 update
    b. Production Plan Development, PCO Dashboard
    c. Batch 6 planning

2. PCO Communications and Media Planning Considerations
    a. Common messages / support to OGD Comms Teams
    b. Media monitoring – daily Motion reporting tracking – to be shared across Departments for situational awareness

3. DoJ Update
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        ii. Injury Test / Evaluation Team process – HC proposal
        iii. FPT Process -

5. Roundtable / Other

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Kind regards,

Marta Mulkins

From: Mulkins, Marta
Sent: Sunday, January 31, 2021 1:50 PM
To: Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>
Cc: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Saikaly, Jessica <Jessica.Saikaly@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: HESA Motion - PCO Interdepartmental Coord call - Request for Comms Input

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attendees across departments varies from ADM to Director, plus members of their teams as they see fit.

In future you may wish to have your team attend this weekly call as a matter of course, in aid of best situational awareness for all going forward.

Very happy to discuss at your convenience.

Kind regards,

Marta Mulkins

Legislation and House Planning / Législation et planification parlementaire

Privy Council Office / Bureau du Conseil privé

85 rue Sparks St., Ottawa ON K1A 0A3

s.16(2)

Cell: [redacted]

Marta. mulkins@pco-bcp.gc.ca

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Thursday, January 28, 2021 8:12 PM
To: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Cc: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Subject: RE: Thanks Colleagues

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Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: FW: Thanks Colleagues

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Simmering, William

From: Charlebois, Philippe
Sent: Tuesday, February 2, 2021 3:53 PM
To: Rivet, Raymond
Subject: RE: HESA Motion - PCO Interdepartmental Coord call - Request for Comms Input
Attachments: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03.docx

Bonjour Raymond.
Plus récente mouture est en pièce jointe
Je demande l'approbation finale de l'équipe de Jean Cintrat
merci

s.16(2)

Philippe Charlebois
Cell | Cellulaire : [redacted]

De : Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Envoyé : 2 février 2021 15:37
À : Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>
Objet : FW: HESA Motion - PCO Interdepartmental Coord call - Request for Comms Input

Salut Philippe,
J'apprécierais recevoir les infocapsules une fois que tu auras complété ta mise à jour.
Merci
RR

From: Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>
Sent: Tuesday, February 2, 2021 2:12 PM
To: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Subject: RE: HESA Motion - PCO Interdepartmental Coord call - Request for Comms Input

Thanks Marta,

And I se below you have invited Myriam to give an update at the ADM meeting. We have Philippe at our end working on updates to the media lines, and Paul Duchesne who may have more info at our end on the Media Monitoring element, and Ray Rivet on Comms directorate involvement in the process.

We will work with Myriam to brief her for this meeting.

Adine

Adine Patterson

Senior Analyst, Strategic Communications
Privy Council Office / Government of Canada
adine.patterson@pco.gc.ca / Tel: [redacted]

Analyste principale,Communications stratégiques

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Bureau du Conseil privé / Gouvernement du Canada
adine.patterson@bcp.gc.ca / tél: [redacted]

s.16(2)

From: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Sent: February 2, 2021 1:55 PM
To: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>
Cc: Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Subject: RE: HESA Motion - PCO Interdepartmental Coord call - Request for Comms Input

Thanks Frank, good to know.

Myriam, Adine, – your confirmation will be appreciated, happy to discuss at your earliest convenience.

Marta

From: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Sent: Tuesday, February 2, 2021 1:47 PM
To: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Cc: Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>
Subject: Re: HESA Motion - PCO Interdepartmental Coord call - Request for Comms Input

Hi,

I am currently on assignment, working on the vaccine file... Adine or Myriam should be able to respond.

Thanks!

Frank

Sent from my iPhone

> On Feb 2, 2021, at 1:35 PM, Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca> wrote:
>
> Colleagues I am about to promulgate the agenda below (with some minor updates) – can you please confirm you will be able to brief as per the below please?
>
> Thanks
>
> Marta Mulkins
>
> **From:** Mulkins, Marta
> **Sent:** Monday, February 1, 2021 6:24 PM
> **To:** Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>

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Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Subject: RE: HESA Motion - PCO Interdepartmental Coord call - Request for Comms Input

Colleagues,

The agenda is coming together for this Thursday's ADM Coord meeting and, as per the below, we are proposing the topics highlighted below for you to address if possible – happy to discuss in advance to explain the 'ask' from last week. Please don't hesitate to reach out:

DRAFT - Interdepartmental COVID Motion Coordination Call – 04 February 2021

1. PCO Welcome and General Update
    a. Batch 5 update
    b. Production Plan Development, PCO Dashboard
    c. Batch 6 planning

2. PCO Communications and Media Planning Considerations
    a. Common messages / support to OGD Comms Teams
    b. Media monitoring – daily Motion reporting tracking – to be shared across Departments for situational awareness

3. DoJ Update
    a. ADM/DM Review for Release Process discussion

4. Current Issues – In Discussion
    a. Packaging of Redacted documents for submissions
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In future you may wish to have your team attend this weekly call as a matter of course, in aid of best situational awareness for all going forward.

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Marta Mulkins
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Cell: [redacted] s.16(2)
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Latest update: January 28, 2021

Media Lines

Motion on production of documents (COVID-19 pandemic response)

ISSUE

On Oct. 26, 2020, the House of Commons adopted a motion ordering the production of documents related to the federal government's response to the COVID-19 pandemic. ~~The current deadline to submit the documents is Monday, Nov. 30. The Clerk of the Privy Council Office has requested a seven-day extension to December 7, 2020.~~

These media lines/Qs&As are intended to provide messaging on the whole-of-government response to this motion.

BACKGROUND

On Oct. 26, 2020, the House of Commons adopted a motion ordering the production of documents related to the federal government's response to the COVID-19 pandemic. A number of federal government departments are ~~implicated~~ responding to ~~in~~ the motion, including:

- Health Canada
- Public Health Agency of Canada
- Innovation, Science and Economic Development Canada
- Privy Council Office
- Public Safety Canada
- Public Services and Procurement Canada

Departments are working to retrieve records primarily dating back to January 2018. The documents will be used as part of a health committee study into the federal government's COVID-19 response.

The motion require~~d~~s that the Government of Canada ~~to~~ respond by Nov. 30 initially. It also include~~d~~s a provision allowing the federal government to request a seven-day extension to that deadline, which has been implicitly granted.

To date, 19,051 pages of documents have been provided in the official language in which they were available, and that do not contain sensitive information. They were delivered in four batches on December 7 and 15, 2020 and on January 8 and 20, 2021.

PMO and implicated Ministers' Offices have provided separately approximately 14,000 pages of responsive records.

Commented [CP1]: Has that date changed?

Commented [CJ2]: Deadline is past. Suggest we not refer to it.

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Commented [CP3]: Was there not an extension granted?

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Latest update: January 28, 2021

Also of note, on December 16, 2020, January 20 and 29, 2020, the Law Clerk via the Speaker tabled 876 documents to the Committee. They included documents from HC, PHAC, DOJ, ISED, NRC, PSPC, PCO and PMO.

Some stakeholders, including industry organizations, members of the federal vaccine task force, and pharmaceutical companies, have publicly expressed concerns about the motion, citing issues with the potential release of confidential business information and noting that public servants would be required to devote resources to respond to the motion in lieu of supporting ongoing operations. Some have suggested that disclosure of vaccine development program information could compromise the regulatory authorization process and threaten both the timely availability of a vaccine for Canadians and the privacy of individuals participating in their studies.

MEDIA LINES

Key messages

- The Government of Canada is committed to continuing to work with provinces, territories, municipalities, Indigenous communities, and the private sector to respond to the pandemic and keep Canadians safe and healthy.

- Since the beginning of the COVID-19 pandemic, many federal departments have been working to support the Government of Canada's pandemic response. This work has touched on a broad range of important areas, such as healthcare, procurement, and vaccine deployment.

- We are committed to responding to the motion ~~providing Members of Parliament with the thousands of requested documents as quickly as possas quickly as possible ible~~ so that the Health committee can undertake its important, independent work on studying Canada's response to the COVID-19 pandemic. This transparent undertaking has resulted in thousands of pages, including ~~3,000 pages~~ from the Prime Minister's Office, already being shared with the Law Clerk and Parliamentary Counsel, ~~a part of which is still with his office for review~~.

- In that spirit, and in full compliance with the House of Commons motion, we have provided documents in the language in which they exist to the Law Clerk and Parliamentary Counsel before he tables them, considering the role that members have given him in reviewing these records.

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Latest update: January 28, 2021

- We take protecting Canada's official languages and upholding the Official Languages Act very seriously, and we know that the Law Clerk and Parliamentary Counsel will continue to do the same in the execution of his duties. Should he require additional assistance with the translation of the documents, he is able to request this assistance through the House of Commons Board of Internal Economy, and we are certain that members from the Government caucus would be happy to consider any request that he makes.

- We will continue to ~~comply with the order of the House of Commons to~~ provide documents to the office of the Law Clerk and Parliamentary Counsel in a timely manner as they become available.
- ~~We take this motion very seriously. Our primary objective is to be as responsive as possible to the motion, and to further the Standing Committee of Health's understanding of the government's response to the COVID-19 pandemic.~~

- ~~Departments have been actively working to respond to the motion and are committed to making best efforts to complete the work.~~

- ~~Given the considerable scope of this work, the ability to produce all relevant documents is a significant undertaking, which will entail a substantial amount of time and resources.~~

- ~~The Government of Canada is committed to providing parliamentarians with as much information as possible in accordance with the values of openness and transparency. We consistently strive to be as forthcoming with parliamentarians as possible, while respecting the Government's obligations to protect certain types of information from disclosure.~~

- The private sector, including those in the pharmaceutical industry, are playing a critical role in the pandemic response. The Government of Canada recognizes its contractual and regulatory confidentiality obligations to these organizations and is committed to protecting their sensitive vaccine-related information.

Commented [CJ4]: Technically, we are no complying with the motion given that the deadline is past

Commented [JT5]: These three bullets remain relevant.

Commented [CJ6]: agree

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Latest update: January 28, 2021

QUESTIONS AND ANSWERS

Q1) Will the Government meet the new, extended deadline? Why isn't the Government being more transparent on this issue?

The Government of Canada is committed to providing parliamentarians with as much information as possible in accordance with the values of openness and transparency.

~~As provided for in the motion, we have requested a seven-day extension to the original deadline of Nov. 30.~~

We are committed to providing Members of Parliament with the thousands of requested documents as quickly as possible so that the Health committee can undertake its important, independent work on studying Canada's response to the COVID-19 pandemic. This transparent undertaking has resulted in thousands of pages, including ~~3,000 pages~~ from the Prime Minister's Office, already being shared with the Law Clerk and Parliamentary Counsel, a part of which is still with his office for review.

Departments have been actively working to respond to the motion and are committed to making best efforts to complete the work. Given the considerable scope of this work, the ~~ability to produce~~production of all relevant documents is a significant undertaking, which ~~will~~ entails a substantial amount of time and resources.

~~We are continuing to collect records including e-mails, documents, Question Period notes, and presentations. Thousands of documents have been identified as being potentially relevant to the productions orders. We are also in the process of reviewing these documents.~~

~~We expect to be in a position to provide an initial batch of documents by Dec. 7, 2020, as well as an update on our progress with respect to the orders for documents.~~

Q2) What about documents that contain commercial or business information sensitivities? How will they be handled?

We understand that current and prospective contractors and regulated parties may have concerns about the motion and its implications for information held by the Government of Canada.

Commented [JT7]: No longer relevant – we missed the deadline. Perhaps another questions might be, When will the government be able to provide all the relevant documents to the committee?

Commented [CJ8]: Agree

Commented [CP9]: does this still stand?

Commented [JT10]: See above.

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The Government of Canada carefully and diligently manages proprietary and confidential business information and is guided by the agreed upon terms and conditions of specific contracts.

We take this responsibility very seriously, and we will work closely with all concerned parties to ensure that their information continues to be protected per our contractual and regulatory obligations.

Q3) How will the Government of Canada handle redactions in regards to this request, in particular for privileged documents, Cabinet confidences, and business information?

As per the order, the Law Clerk will vet documents for personal information, national security, information relating to the Vaccine Task Force where its disclosure could reasonably be expected to interfere with contractual or other negotiations between the Government of Canada and a third party, and for interference with contractual or other negotiations.

Long-standing guidelines on the Government of Canada's policy for producing documents to parliamentarians set out 16 categories of information that are not typically provided. Examples of these categories include:

- Cabinet confidence;
- national security;
- advice to Ministers;
- information subject to solicitor-client privilege (and litigation privilege);
- personal information; and,
- information injurious to FPT or international relations.

The Government of Canada typically redacts Cabinet confidences and solicitor-client privileged information before sharing documents with the House of Commons. There are also significant concerns about confidential business information regarding COVID-19 vaccines being publicly shared.

Q4) Why might some of the documents be subject to Cabinet confidence and why should that be upheld?

Discussions between Cabinet ministers and the documents that reflect those deliberations are protected by the constitutional convention of Cabinet confidentiality.

In a system of responsible government, Cabinet is openly and collectively accountable to Parliament for the decisions it makes during the time it governs. If Cabinet ministers are to make decisions collectively, the privacy of their opinions and views in developing government policy must be protected. Otherwise, the collective responsibility of ministers to Parliament, which is essential to Cabinet government, would be difficult to maintain.

Commented [CJ11]: This will perhaps need an update following the OPS meeting. Update still TBC as per Jean C.

Commented [CL12]: From Maia: We'll need to be mindful of how and when the approach to redaction becomes public for the first time - ie should come via formal communication to the Law Clerk/Committee prior to this answer being used to respond to an enquiry.

Commented [CJ13]: Comments above still apply

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Q5) What will this motion cost the Government of Canada and how many resources have been used to respond to it? Have pandemic operations been affected?

Though ~~significant or~~ substantial resources have been directed to be able to fulfil this request, each department continues to play its role in supporting the Government of Canada's pandemic response.

Before documents are submitted

As the work of gathering the requested documents is ongoing, we cannot provide a specific figure for the resource implications at this time; however, hundreds of employees across the federal government are currently involved in producing the requested documents, which will entail a significant amount of time and resources.

After documents are submitted

The estimated financial cost of responding to the motion was $XX. Approximately XX full-time employees (FTEs) were involved in the response, working a total of approximately XX hours.

*(*figures to be updated once information is available and validated)*

Q6) How many documents will be handed over to the committee?

This transparent undertaking has resulted in thousands of pages, including ~~3,000 pages~~ from the Prime Minister's Office, already being shared with the Law Clerk and Parliamentary Counsel, ~~a part of which is still with his office for review.~~ ~~Approximately XXXX pages of documents were provided to the Law Clerk and Parliamentary Counsel on December 7.~~

*(*figure to be updated as documents are provided)*

Q7) What are the Government of Canada's plans regarding vaccines?

The Government of Canada is committed to protecting the health and safety of Canadians and has a rigorous scientific review system in place to ensure vaccines are safe and effective in preventing the diseases they target.

The Government of Canada is well positioned to ensure that Canadians can be vaccinated against COVID-19. We have contracts in place to secure a large inventory of vaccines from various sources. This will give us access to seven potential vaccines with up to 358 million doses, including those that have produced recent positive results.

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Commented [BP14]: This was deleted above, should be here too.

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Final vaccine allocation and roll out will ultimately be determined by FPT governments, and will be informed by the National Advisory Committee on Immunization's (NACI) final guidance on key populations for early COVID-19 immunization.

Q8) Will these documents tell Canadians when to expect a COVID-19 vaccine?

Planning and discussions regarding vaccine roll-out in Canada are still actively underway, and because of this, confirmed dates on when specific individuals can expect to receive a vaccine will likely not be included in the requested documents.

Commented [EE15]: We are uncertain at this time as to what the documents contain. There have been recent announcements about when Canadian may expect a COVID-19 vaccine.

*(***Based on any sensitive documents identified by departments in their search, we will develop further key messages and Qs&As to address those issues.)*

MEDIA RELATIONS PROTOCOL

- PCO Media Relations will be the point of contact for media calls about the coordination of the Government's response to the motion.
- Departmental media relations will be responsible for responding to media requests about specific documents, with leads to be determined based on the documents' subject matter.
- All departmental media calls on this issue should be flagged by departmental media relations to the relevant PCO analyst.

Communications Advisor
Laura Cummings, [redacted] **s.16(2)**
Philippe Charlebois,
Senior Analyst, Communications and Consultations (PCO)

DRAFT

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Simmering, William

From: Jeffrey, Tamara
Sent: Tuesday, February 2, 2021 12:51 PM
To: Rivet, Raymond
Subject: RE: Review of records

Bonjour Raymond,

We expect the QC process on the outstanding 53 docs to be completed in the next hour or so, do you know if Ken would be available to approve records today? If so, we would prioritize the creation of an ebinder for him to approve.

Thank you.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted] s.16(2)
Tamara.Jeffrey@pco-bcp.gc.ca

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Tuesday, February 2, 2021 10:07 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: RE: Review of records

Thanks Tamara.

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: 2 février 2021 09:56
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: RE: Review of records

Of course, you are on my distribution list.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
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Thanks for this information Tamara. Could I be cc'd on communications to SMEs? I'd like to be able to stay abreast of status.

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: 2 février 2021 09:47
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: RE: Review of records

Bonjour Raymond,

I understand that while the majority of your collection has finished the initial review, while cleaning up the system we noticed a few records (53 documents) which had been missed in the QC stage. To this end, two assignments were sent to the QC team yesterday for their review and will subsequently be packaged in an ebinder for approval by your management.

- 00007 COMMS: 50 docs – (SME =NO Highlights Required BUT QC= no value, was missed): SEND TO QC
- 00007 COMMS: 3 docs – (SME= Not sure BUT QC= no value, was missed): SEND TO QC

After this clean up work, your group will be ready for the review and highlight phase of the exercise.. As soon as I have a firm timelines for this work to begin I will be reaching out to all SMEs.

Thank you,

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

s.16(2)

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Tuesday, February 2, 2021 8:34 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: RE: Review of records

Hi Tamara. I was wondering where we are with the review of documents. I assume that the ATIP review and ADM Comms review was completed but I was looking to confirm.
Thanks in advance.
RR

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: 8 janvier 2021 10:33
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
Subject: RE: Review of records

Bonjour Raymond,

Wonderful news that both Comms and Covid Comms have completed the initial binary review.

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At this juncture, no additional work is required by your group until the QC process is complete. Once the QC is complete, the records will need AS/ADM approval.

Finally, the guidance provided on December 21 by Jean (enclosed) will apply to both records in the protected B environment that require redaction and records in the secret environment. Additional details on timing for that work to start will be shared shortly.

Thank you,

s.16(2)

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Tamara.Jeffrey@pco-bcp.gc.ca

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Friday, January 8, 2021 7:59 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
Subject: Review of records

Good morning. This is to advise you that the first review of Comms and COVID Comms documents is complete.
As I understand it, the records will now be reviewed by our ATIP Division.
Could you please advise if anything more is required from Comms at this stage.
As well, do you have instructions on the review of the Secret documents?
Thanks in advance.

RR
[redacted]

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Simmering, William

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Tuesday, February 2, 2021 9:58 AM
To: Butara, Frank; Laghi, Brian
Cc: MacKillop, Ken; Massabki, Myriam; Hamel, Guylaine
Subject: FW: Review of records

Please see below current status of the HESA records review, fyi.

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
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85 rue Sparks St., Ottawa ON K1A 0A3
Tel: [redacted]
Cell: (613) 314-0542
Tamara.Jeffrey@pco-bcp.gc.ca

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[redacted]

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Simmering, William

From: Kasouf, Steven
Sent: Wednesday, February 3, 2021 4:02 PM
To: McKay, Cameron
Subject: Re: Call notes from today

Good to go. Thanks.

Steven Kasouf
Deputy Director / Directeur adjoint
Privy Council Office / Bureau du conseil privé
613-218-7919

Sent from my iPhone

On Feb 3, 2021, at 3:27 PM, McKay, Cameron <Cameron.McKay@pco-bcp.gc.ca> wrote:

Hi Steve,

Here are the completed notes with your edits and James' answer.

Let me know if I am good to send them to the channel.

Thanks,

Cameron McKay

Junior ATIP Analyst, Access to Information and Privacy
Privy Council Office / Government of Canada
cameron.mckay@pco-bcp.gc.ca / Tel: 613-957-5617

Analyste junior à l'AIPRP, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
cameron.mckay@pco-bcp.gc.ca / Tel : 613-957-5617

- **28/01/2021**
    - General Discussion
        - Recap of Jan 25, 2021 Call:
            - SME-QC reviewer permissions
            - Discussed possible creation of an Injury Evaluation Team: team will assess after QC review and before OGD consult. And only categories that could be labelled injurious

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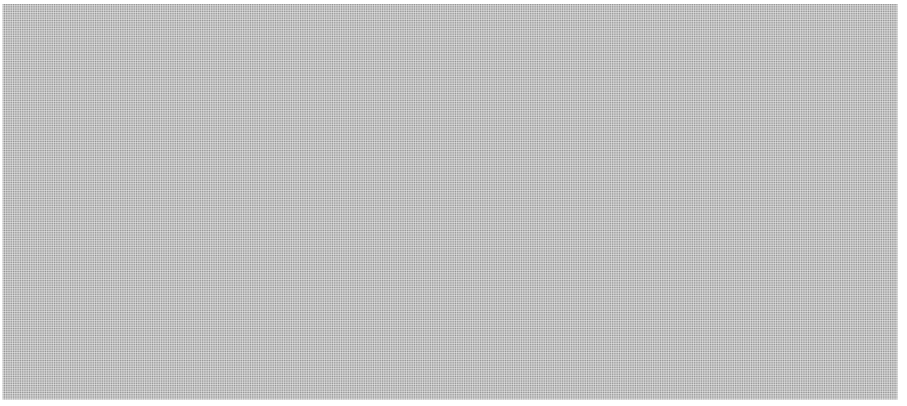
- QCs should flag anything that looks like a duplicate
- Page count released to Law Clerk is around 20,000
- Irene P (DOJ) demonstrated how to add comments and additional OGDs (screenshots available in previous notes)
- Timeline updates: next production is on Thursday Feb 4th – James S. (DOJ)
    - Have all your decisions ready by February 2nd by COB
    - 18th of Feb submission: will include a mix of "no highlights required" and "highlights required" documents (hoping this is the end of the "no highlights required" documents so we can move to the phase of applying highlights to documents.
        - Try to get these documents in by the 10th so we have time to process
- FPT/TP Consultation Process
    - Discussed but no confirmed answer
    - Reminder to exclude CBI and Cabinet confidence

- <u>Don't send any information above Protected B over MS Teams or Outlook, including to the COVID Motion Email</u>
- Steven K (PCO): Procedure on legal reviews (still official confirmation, but going to say that Legal is to assist SME's and QCers with solicitor-client/litigation privilege and Cab confidence info)
    - Steven K (PCO): Contact your own LSU for Cabinet confidence/solicitor and client privilege if you are unsure.
    - s.23 
- There was a quick demo for accessing the COVID Motion Teams channel
- Reminder: anything labelled as draft is not to be collected so mark as irrelevant
- Meeting minutes are in the files on Justice teams channel

- <u>Other Topics</u>
    - James S (DOJ) Team:

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- Shelby T (DOJ): redaction process demonstration
    - NOTE: There are already documents and videos for this process (its already in the files on Justice teams channel)
    - Go into the assignments
    - Look at documents in image viewer (mountain and sun icon)
    - Make sure you're in the correct user group
    - Make sure you have they correct coding template
        - Both user group and coding template are on the right upper hand corner
    - Review document in entirety before applying any highlights
    - Select your highlight type
    - Click and cover the section to be highlighted
    - Your changes will save automatically
    - You can change the size and location of the highlight as necessary
    - Process for multiple highlights for one section
        - Do first highlight as the aforementioned steps direct
        - Then do the second highlight, but make sure the highlights layer so they are both visible
    - If you delete a highlight by accident, you will have to do the process again
    - You are able to select different requirements for highlights (further details in the demo videos in the MS Teams channel files)
    - Can select "text cut off" if you are unable to view but ensure NOT TO MARK "NO HIGHLIGHTS REQUIRED"
    - You are able to choose "technical issue"
    - Contact COVID Motion email for additional help or reference the guides in the MS Teams files

- <u>Q&A</u>

    - Karen M: I am looking over documents from PCO and it says internal use only but it contains everything COVID, do I need to redact all of them? They include COVID Morning Briefs
        - Steven K (PCO): not sure where they're from but they seem to be releasable, as most information is publically available in those briefs but will let you know before they are released
        - James S (DOJ): duplicates across departments are actually kept, and need to have OGD consultation to prevent collision and to make sure the redactions are identical
        - Steven K (PCO): send to PCO for review (OGD Consultation)

    - Heather B: DM doesn't want to reread duplicates, and sending to PCO could amount to a significant workload
        - James S (DOJ): yes, fair, but its really up to your department to make sure that they actually are duplicates. You don't need to code all of them, just make sure the documents have not been modified by your department
        - Steven K (PCO): flag anything that may require a OGD consultation

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- Questions in comments:
  - Jodi R: "is that something SMES are involved in- the multistep redaction process? Or SMEs are the first step?"
    - James S (DOJ): The answer is that SMEs are only involved in the first step of the redaction process, unless they are designated by their department to participate in the third step – the Injury Evaluation Team.
  - Jodi R: is this the same system (demo) as PCO SMEs would see?
    - Irene P (DOJ): The appearance of the system may be a little different but should be fine and they will confirm later
    - 2nd Question: do we apply all categories, is that necessary?
      - Yes, we need to have all types of redactions (?)

s.23

- [redacted]
  - Jodi R: are we able to select draft document, if it is a draft?
    - Yes but the only acceptable under irrelevant because we don't accept draft documents
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  - Kimberly: "how does OGD thing work during the highlight section?"
    - Irene P (DOJ): they may need OGD review, but for your department you can still mark for your own group. Essentially the OGD marks for their department, and you are doing your own department. If you delete something that the OGD did it will only delete for you (?)
    - QC will have to resolve "not sure" comments

From: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Sent: Wednesday, February 3, 2021 9:59 AM
To: McKay, Cameron <Cameron.McKay@pco-bcp.gc.ca>
Subject: RE: Call notes from today

Hi Cameron,

I noticed you missed an answer to something below from one of the main contacts. If that is ever the case follow up with them so that you can add that info to the notes. I have mentioned that you should follow up with James in this case to get that answer. Otherwise my input is below in red (other than your MISSED ANSWER comment).

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Thanks

Steven Kasouf

Deputy Director, Access to Information and Privacy
Privy Council Office / Government of Canada
steven.kasouf@pco-bcp.gc.ca
O: 613-960-4085
F: 613-960-4201

Directeur adjoint, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
steven.kasouf@pco-bcp.gc.ca
B: 613-960-4085
T: 613-960-4201

From: McKay, Cameron <Cameron.McKay@pco-bcp.gc.ca>
Sent: January 28, 2021 12:48 PM
To: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Subject: Call notes from today

Hi Steven,

Here are the notes from today's call.

Please let me know if you have any additions/comments.

Thanks,

Cameron McKay

Junior ATIP Analyst, Access to Information and Privacy
Privy Council Office / Government of Canada
cameron.mckay@pco-bcp.gc.ca

Analyste junior à l'AIPRP, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
cameron.mckay@pco-bcp.gc.ca

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s.23 ▪

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Simmering, William

From: Kasouf, Steven
Sent: Wednesday, February 3, 2021 5:34 PM
To: Cintrat, Jean; Jeffrey, Tamara
Cc: Kasouf, Steven
Subject: RE: COVID motion - internal to PCO consultations

Hi Jean,

This is one of the emails I had mentioned that I will bring to the top of your email pile for your input.

Thanks

Steven Kasouf

Deputy Director, Access to Information and Privacy
Privy Council Office / Government of Canada
steven.kasouf@pco-bcp.gc.ca
O: 613-960-4085
F: 613-960-4201

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B: 613-960-4085
T: 613-960-4201

From: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Sent: January 25, 2021 11:38 AM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Subject: RE: COVID motion - internal to PCO consultations

I am hoping that each group would talk to each other during the SME review process but not sure if that is happening or has been communicated in the guidance to people or not or if this is something that should be looked at by the Injury Evaluation Team (IET) that is supposedly to be set up departmentally (not sure if this has been established yet or not but it was mentioned at the call this morning that this is something departments should consider setting up soon so that they can review after the SMEs and QCers have reviewed, but before the OGD consultation process takes place). Would love to hear your thoughts on this as to whether there is any established guidance for internal consults.

Steven Kasouf

Deputy Director, Access to Information and Privacy
Privy Council Office / Government of Canada
Tel: 613-960-4085
Fax: 613-960-4201

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steven.kasouf@pco-bcp.gc.ca

Directeur adjoint, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
Tél: 613-960-4085
Télécopieur: 613-960-4201
steven.kasouf@pco-bcp.gc.ca

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Thursday, January 21, 2021 4:23 PM
To: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: RE: COVID motion - internal to PCO consultations

Hi Steven, I was assuming that all proper consultations are taking place when they must during the review process but I will invite Tamara to provide the details on how this has worked so far.

From: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Sent: Thursday, January 21, 2021 4:19 PM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Subject: COVID motion - internal to PCO consultations

Hi Jean and Tamara,

I meant to ask you if there is a process to consult internally at PCO, i.e. when documents produced by Comms, for example, that also involve SDP and ERDP matters. Is there a way we should be flagging this for the other secretariats (i.e. identify as consult, select PCO and do the consultation at the consultation stage of the review) or is that something that is done at ADM approvals?

Thanks

Steven Kasouf

Deputy Director, Access to Information and Privacy
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Simmering, William

From: Charlebois, Philippe
Sent: Wednesday, February 3, 2021 1:29 PM
To: Duchesne, Paul; Rivet, Raymond; Massabki, Myriam
Cc: Patterson, Adine
Subject: Dernière mouture - COVID - motion
Attachments: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03.docx

Voir pièce jointe

s.16(2)

Philippe Charlebois
Senior Analyst, Strategic Communications I Analyste principal, Communications stratégiques
Privy Council Office I Bureau du Conseil privé
philippe.charlebois@pco-bcp.gc.ca
Cell | Céllulaire : [redacted]

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Latest update: January 28, 2021

Media Lines

Motion on production of documents (COVID-19 pandemic response)

ISSUE

On Oct. 26, 2020, the House of Commons adopted a motion ordering the production of documents related to the federal government's response to the COVID-19 pandemic. ~~The current deadline to submit the documents is Monday, Nov. 30. The Clerk of the Privy Council Office has requested a seven-day extension to December 7, 2020.~~

These media lines/Qs&As are intended to provide messaging on the whole-of-government response to this motion.

BACKGROUND

On Oct. 26, 2020, the House of Commons adopted a motion ordering the production of documents related to the federal government's response to the COVID-19 pandemic. A number of federal government departments are ~~implicated~~ responding to ~~in~~ the motion, including:

- Health Canada
- Public Health Agency of Canada
- Innovation, Science and Economic Development Canada
- Privy Council Office
- Public Safety Canada
- Public Services and Procurement Canada

Departments are working to retrieve records primarily dating back to January 2018. The documents will be used as part of a health committee study into the federal government's COVID-19 response.

The motion require~~d~~s that the Government of Canada ~~to~~ respond by Nov. 30 initially. It also include~~d~~s a provision allowing the federal government to request a seven-day extension to that deadline, which has been implicitly granted.

To date, 19,051 pages of documents have been provided in the official language in which they were available, and that do not contain sensitive information. They were delivered in four batches on December 7 and 15, 2020 and on January 8 and 20, 2021.

PMO and implicated Ministers' Offices have provided separately approximately 14,000 pages of responsive records.

Commented [CP1]: Has that date changed?

Commented [CJ2]: Deadline is past. Suggest we not refer to it.

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Latest update: January 28, 2021

Also of note, on December 16, 2020, January 20 and 29, 2020, the Law Clerk via the Speaker tabled 876 documents to the Committee. They included documents from HC, PHAC, DOJ, ISED, NRC, PSPC, PCO and PMO.

Some stakeholders, including industry organizations, members of the federal vaccine task force, and pharmaceutical companies, have publicly expressed concerns about the motion, citing issues with the potential release of confidential business information and noting that public servants would be required to devote resources to respond to the motion in lieu of supporting ongoing operations. Some have suggested that disclosure of vaccine development program information could compromise the regulatory authorization process and threaten both the timely availability of a vaccine for Canadians and the privacy of individuals participating in their studies.

MEDIA LINES

Key messages

- The Government of Canada is committed to continuing to work with provinces, territories, municipalities, Indigenous communities, and the private sector to respond to the pandemic and keep Canadians safe and healthy.

- Since the beginning of the COVID-19 pandemic, many federal departments have been working to support the Government of Canada's pandemic response. This work has touched on a broad range of important areas, such as healthcare, procurement, and vaccine deployment.
-

- We are committed to responding to the motion ~~providing Members of Parliament with the thousands of requested documents as quickly as possas quickly as possible ible~~ so that the Health committee can undertake its important, independent work on studying Canada's response to the COVID-19 pandemic. This transparent undertaking has resulted in thousands of pages, including ~~3,000 pages~~ from the Prime Minister's Office, already being shared with the Law Clerk and Parliamentary Counsel, ~~a part of which is still with his office for review~~.

- In that spirit, and in full compliance with the House of Commons motion, we have provided documents in the language in which they exist to the Law Clerk and Parliamentary Counsel before he tables them, considering the role that members have given him in reviewing these records.

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Latest update: January 28, 2021

- We take protecting Canada's official languages and upholding the Official Languages Act very seriously, and we know that the Law Clerk and Parliamentary Counsel will continue to do the same in the execution of his duties. Should he require additional assistance with the translation of the documents, he is able to request this assistance through the House of Commons Board of Internal Economy, and we are certain that members from the Government caucus would be happy to consider any request that he makes.

- We will continue to ~~comply with the order of the House of Commons to~~ provide documents to the office of the Law Clerk and Parliamentary Counsel in a timely manner as they become available.
- ~~We take this motion very seriously. Our primary objective is to be as responsive as possible to the motion, and to further the Standing Committee of Health's understanding of the government's response to the COVID-19 pandemic.~~

- ~~Departments have been actively working to respond to the motion and are committed to making best efforts to complete the work.~~

- ~~Given the considerable scope of this work, the ability to produce all relevant documents is a significant undertaking, which will entail a substantial amount of time and resources.~~

- ~~The Government of Canada is committed to providing parliamentarians with as much information as possible in accordance with the values of openness and transparency. We consistently strive to be as forthcoming with parliamentarians as possible, while respecting the Government's obligations to protect certain types of information from disclosure.~~

- The private sector, including those in the pharmaceutical industry, are playing a critical role in the pandemic response. The Government of Canada recognizes its contractual and regulatory confidentiality obligations to these organizations and is committed to protecting their sensitive vaccine-related information.

Commented [CJ4]: Technically, we are no complying with the motion given that the deadline is past

Commented [JT5]: These three bullets remain relevant.

Commented [CJ6]: agree

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Latest update: January 28, 2021

QUESTIONS AND ANSWERS

Q1) Will the Government meet the new, extended deadline? Why isn't the Government being more transparent on this issue?

The Government of Canada is committed to providing parliamentarians with as much information as possible in accordance with the values of openness and transparency.

~~As provided for in the motion, we have requested a seven-day extension to the original deadline of Nov. 30.~~

We are committed to providing Members of Parliament with the thousands of requested documents as quickly as possible so that the Health committee can undertake its important, independent work on studying Canada's response to the COVID-19 pandemic. This transparent undertaking has resulted in thousands of pages, including ~~3,000 pages~~ from the Prime Minister's Office, already being shared with the Law Clerk and Parliamentary Counsel, a part of which is still with his office for review.

Departments have been actively working to respond to the motion and are committed to making best efforts to complete the work. Given the considerable scope of this work, the ~~ability to produce~~production of all relevant documents is a significant undertaking, which ~~will~~ entails a substantial amount of time and resources.

~~We are continuing to collect records including e-mails, documents, Question Period notes, and presentations. Thousands of documents have been identified as being potentially relevant to the productions orders. We are also in the process of reviewing these documents.~~

~~We expect to be in a position to provide an initial batch of documents by Dec. 7, 2020, as well as an update on our progress with respect to the orders for documents.~~

Q2) What about documents that contain commercial or business information sensitivities? How will they be handled?

We understand that current and prospective contractors and regulated parties may have concerns about the motion and its implications for information held by the Government of Canada.

Commented [JT7]: No longer relevant – we missed the deadline. Perhaps another questions might be, When will the government be able to provide all the relevant documents to the committee?

Commented [CJ8]: Agree

Commented [CP9]: does this still stand?

Commented [JT10]: See above.

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The Government of Canada carefully and diligently manages proprietary and confidential business information and is guided by the agreed upon terms and conditions of specific contracts.

We take this responsibility very seriously, and we will work closely with all concerned parties to ensure that their information continues to be protected per our contractual and regulatory obligations.

Q3) How will the Government of Canada handle redactions in regards to this request, in particular for privileged documents, Cabinet confidences, and business information?

As per the order, the Law Clerk will vet documents for personal information, national security, information relating to the Vaccine Task Force where its disclosure could reasonably be expected to interfere with contractual or other negotiations between the Government of Canada and a third party, and for interference with contractual or other negotiations.

Long-standing guidelines on the Government of Canada's policy for producing documents to parliamentarians set out 16 categories of information that are not typically provided. Examples of these categories include:

- Cabinet confidence;
- national security;
- advice to Ministers;
- information subject to solicitor-client privilege (and litigation privilege);
- personal information; and,
- information injurious to FPT or international relations.

The Government of Canada typically redacts Cabinet confidences and solicitor-client privileged information before sharing documents with the House of Commons. There are also significant concerns about confidential business information regarding COVID-19 vaccines being publicly shared.

Q4) Why might some of the documents be subject to Cabinet confidence and why should that be upheld?

Discussions between Cabinet ministers and the documents that reflect those deliberations are protected by the constitutional convention of Cabinet confidentiality.

In a system of responsible government, Cabinet is openly and collectively accountable to Parliament for the decisions it makes during the time it governs. If Cabinet ministers are to make decisions collectively, the privacy of their opinions and views in developing government policy must be protected. Otherwise, the collective responsibility of ministers to Parliament, which is essential to Cabinet government, would be difficult to maintain.

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Commented [CL12]: From Maia: We'll need to be mindful of how and when the approach to redaction becomes public for the first time - ie should come via formal communication to the Law Clerk/Committee prior to this answer being used to respond to an enquiry.

Commented [CJ13]: Comments above still apply

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Q5) What will this motion cost the Government of Canada and how many resources have been used to respond to it? Have pandemic operations been affected?

Though ~~significant or~~ substantial resources have been directed to be able to fulfil this request, each department continues to play its role in supporting the Government of Canada's pandemic response.

Before documents are submitted

As the work of gathering the requested documents is ongoing, we cannot provide a specific figure for the resource implications at this time; however, hundreds of employees across the federal government are currently involved in producing the requested documents, which will entail a significant amount of time and resources.

After documents are submitted

The estimated financial cost of responding to the motion was $XX. Approximately XX full-time employees (FTEs) were involved in the response, working a total of approximately XX hours.

*(*figures to be updated once information is available and validated)*

Q6) How many documents will be handed over to the committee?

This transparent undertaking has resulted in thousands of pages, including ~~3,000 pages~~ from the Prime Minister's Office, already being shared with the Law Clerk and Parliamentary Counsel, ~~a part of which is still with his office for review~~. ~~Approximately XXXX pages of documents were provided to the Law Clerk and Parliamentary Counsel on December 7.~~

*(*figure to be updated as documents are provided)*

Q7) What are the Government of Canada's plans regarding vaccines?

The Government of Canada is committed to protecting the health and safety of Canadians and has a rigorous scientific review system in place to ensure vaccines are safe and effective in preventing the diseases they target.

The Government of Canada is well positioned to ensure that Canadians can be vaccinated against COVID-19. We have contracts in place to secure a large inventory of vaccines from various sources. This will give us access to seven potential vaccines with up to 358 million doses, including those that have produced recent positive results.

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Commented [BP14]: This was deleted above, should be here too.

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Final vaccine allocation and roll out will ultimately be determined by FPT governments, and will be informed by the National Advisory Committee on Immunization's (NACI) final guidance on key populations for early COVID-19 immunization.

Q8) Will these documents tell Canadians when to expect a COVID-19 vaccine?

Planning and discussions regarding vaccine roll-out in Canada are still actively underway, and because of this, confirmed dates on when specific individuals can expect to receive a vaccine will likely not be included in the requested documents.

Commented [EE15]: We are uncertain at this time as to what the documents contain. There have been recent announcements about when Canadian may expect a COVID-19 vaccine.

*(***Based on any sensitive documents identified by departments in their search, we will develop further key messages and Qs&As to address those issues.)*

MEDIA RELATIONS PROTOCOL

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Communications Advisor
Laura Cummings, [redacted] **s.16(2)**
Philippe Charlebois, [redacted]
Senior Analyst, Communications and Consultations (PCO)

DRAFT

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Simmering, William

From: Duchesne, Paul
Sent: Wednesday, February 3, 2021 1:26 PM
To: Rivet, Raymond; Massabki, Myriam; Patterson, Adine; Charlebois, Philippe
Subject: Fwd: Motion to produce documents
Attachments: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03.docx

GHLO provided the following to the G&M recently:

« We are committed to providing Members of Parliament with the thousands of requested documents as quickly as possible so that the Health committee can undertake its important, independent work on studying Canada's response to the COVID-19 pandemic. This transparent undertaking has resulted in thousands of pages, including 3,000 pages from the Prime Minister's Office, already being shared with the Law Clerk and Parliamentary Counsel, a part of which is still with his office for review.

In that spirit, and in full compliance with the House of Commons motion, we have provided documents in the language in which they exist to the Law Clerk and Parliamentary Counsel before he tables them, considering the role that members have given him in reviewing these records.

We take protecting Canada's official languages and upholding the Official Languages Act very seriously, and we know that the Law Clerk and Parliamentary Counsel will continue to do the same in the execution of his duties. Should he require additional assistance with the translation of the documents, he is able to request this assistance through the House of Commons Board of Internal Economy, and we are certain that members from the Government caucus would be happy to consider any request that he makes.

We will continue to comply with the order of the House of Commons to provide documents to the office of the Law Clerk and Parliamentary Counsel in a timely manner as they become available. »

As a reminder, the media relations protocol for the motion is:

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Begin forwarded message:

From: "Binnie, Kate" <Kate.Binnie@pco-bcp.gc.ca>
Date: January 28, 2021 at 12:25:25 PM EST
To: "Patterson, Adine" <Adine.Patterson@pco-bcp.gc.ca>
Cc: "Massabki, Myriam" <Myriam.Massabki@pco-bcp.gc.ca>, "Butara, Frank" <Frank.Butara@pco-bcp.gc.ca>, "Rivet, Raymond" <Raymond.Rivet@pco-bcp.gc.ca>, "Duchesne, Paul" <Paul.Duchesne@pco-bcp.gc.ca>, "Bujold, Pierre-Alain" <Pierre-Alain.Bujold@pco-bcp.gc.ca>
Subject: Motion to produce documents

Hi Adine,
As discussed, we need to update the ML-QAs about the motion to produce documents related to COVID. Can you please ask someone on your team to look at the attached to see what needs updating. You will have to connect with Jean Cintrat for a number of the items and get a sense of any upcoming dates that need to be flagged in here (like when we expect the next set of documents to be published by the Law Clerk). Paul should also review this document once you have input from Jean Cintrat. Once the document is updated, we will need to run it by Ken and Isabelle before sharing with PMO and the implicated departments (which are indicated in the attached).

This might be helpful in updating the document, it was a media response that GHLO provided to the G&M recently about the motion:

« We are committed to providing Members of Parliament with the thousands of requested documents as quickly as possible so that the Health committee can undertake its important, independent work on studying Canada's response to the COVID-19 pandemic. This transparent undertaking has resulted in thousands of pages, including 3,000 pages from the Prime Minister's Office, already being shared with the Law Clerk and Parliamentary Counsel, a part of which is still with his office for review.

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Myriam - Once Adine gets a sense of the next milestones for this motion from Jean C then I suggest you hold a call with the relevant departments to ensure that everyone is aligned on messaging and the protocol.

Cheers,
Kate

s.16(2)

Kate Binnie
A/Director General, Operations (Communications) / Directrice générale des opérations p.i. (Communications)
Privy Council Office/Bureau du Conseil privé

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Media Lines

Motion on production of documents (COVID-19 pandemic response)

ISSUE

On Oct. 26, 2020, the House of Commons adopted a motion ordering the production of documents related to the federal government's response to the COVID-19 pandemic. The current deadline to submit the documents is Monday, Nov. 30. The Clerk of the Privy Council Office has requested a seven-day extension to December 7, 2020.

These media lines/Qs&As are intended to provide messaging on the whole-of-government response to this motion.

BACKGROUND

On Oct. 26, 2020, the House of Commons adopted a motion ordering the production of documents related to the federal government's response to the COVID-19 pandemic. A number of federal government departments are implicated in the motion, including:

- Health Canada
- Public Health Agency of Canada
- Innovation, Science and Economic Development Canada
- Privy Council Office
- Public Safety Canada
- Public Services and Procurement Canada

Departments are working to retrieve records primarily dating back to January 2018. The documents will be used as part of a health committee study into the federal government's COVID-19 response.

The motion requires the Government of Canada to respond by Nov. 30. It also includes a provision allowing the federal government to request a seven-day extension to that deadline, which has been implicitly granted.

Some stakeholders, including industry organizations, members of the federal vaccine task force, and pharmaceutical companies, have publicly expressed concerns about the motion, citing issues with the potential release of confidential business information and noting that public servants would be required to devote resources to respond to the motion in lieu of supporting ongoing operations. Some have suggested that disclosure of vaccine development program information could compromise the regulatory

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authorization process and threaten both the timely availability of a vaccine for Canadians and the privacy of individuals participating in their studies.

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- The Government of Canada is committed to continuing to work with provinces, territories, municipalities, Indigenous communities, and the private sector to respond to the pandemic and keep Canadians safe and healthy.

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- Given the considerable scope of this work, the ability to produce all relevant documents is a significant undertaking, which will entail a substantial amount of time and resources.

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Communications Advisor **s.16(2)**
Laura Cummings, [redacted]
Senior Analyst, Communications and Consultations (PCO)

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Simmering, William

From: Charlebois, Philippe
Sent: Wednesday, February 3, 2021 4:21 PM
To: Duchesne, Paul; Rivet, Raymond; Massabki, Myriam
Cc: Patterson, Adine
Subject: RE: Dernière mouture - COVID - motion
Attachments: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03.docx **s.16(2)**

Version la plus récente est maintenant en pièce jointe, incluant la contribution de Jean Cintrat et les questions additionnelles que Raymond a soulevées
Merci

Philippe Charlebois
Cell | Cellulaire : [redacted]

De : Charlebois, Philippe
Envoyé : 3 février 2021 13:29
À : Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>
Cc : Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>
Objet : Dernière mouture - COVID - motion

Voir pièce jointe

Philippe Charlebois
Senior Analyst, Strategic Communications I Analyste principal, Communications stratégiques
Privy Council Office I Bureau du Conseil privé
philippe.charlebois@pco-bcp.gc.ca
Cell | Céllulaire : [redacted]

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Latest update: January 28, 2021

Media Lines

Motion on production of documents (COVID-19 pandemic response)

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The motion require~~d~~s that the Government of Canada ~~to~~ respond by Nov. 30 initially. It also include~~d~~s a provision allowing the federal government to request a seven-day extension to that deadline, which has been implicitly granted.

To date, 19,051 pages of documents have been provided in the official language in which they were available, and that do not contain sensitive information. They were delivered in four batches on December 7 and 15, 2020 and on January 8 and 20, 2021.

PMO and implicated Ministers' Offices have provided separately approximately 14,000 pages of responsive records.

Commented [CP1]: Has that date changed?

Commented [CJ2]: Deadline is past. Suggest we not refer to it.

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Commented [CP3]: Was there not an extension granted?

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- The Government of Canada is committed to continuing to work with provinces, territories, municipalities, Indigenous communities, and the private sector to respond to the pandemic and keep Canadians safe and healthy.

- Since the beginning of the COVID-19 pandemic, many federal departments have been working to support the Government of Canada's pandemic response. This work has touched on a broad range of important areas, such as healthcare, procurement, and vaccine deployment.

- We are committed to responding to the motion ~~providing Members of Parliament with the thousands of requested documents as quickly as possas quickly as possible ible~~ so that the Health committee can ~~undertake~~ continue its important, independent work on studying Canada's response to the COVID-19 pandemic. This transparent undertaking has resulted in thousands of pages, including ~~3,000 pages~~ from the Prime Minister's Office, already being shared with the Law Clerk and Parliamentary Counsel, ~~a part of which is still with his office for review~~.

- In that spirit, and in full compliance with the House of Commons motion, we have provided documents in the language in which they exist to the Law Clerk and Parliamentary Counsel before he tables them, considering the role that members have given him in reviewing these records.

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Latest update: January 28, 2021

- We take protecting Canada's official languages and upholding the Official Languages Act very seriously, and we know that the Law Clerk and Parliamentary Counsel will continue to do the same in the execution of his duties. Should he require additional assistance with the translation of the documents, he is able to request this assistance through the House of Commons Board of Internal Economy, and we are certain that members from the Government caucus would be happy to consider any request that he makes.

- We will continue to ~~comply with the order of the House of Commons to~~ provide documents to the office of the Law Clerk and Parliamentary Counsel in a timely manner as they become available.
- ~~We take this motion very seriously. Our primary objective is to be as responsive as possible to the motion, and to further the Standing Committee of Health's understanding of the government's response to the COVID-19 pandemic.~~

- ~~Departments have been actively working to respond to the motion and are committed to making best efforts to complete the work.~~

- ~~Given the considerable scope of this work, the ability to produce all relevant documents is a significant undertaking, which will entail a substantial amount of time and resources.~~

- ~~The Government of Canada is committed to providing parliamentarians with as much information as possible in accordance with the values of openness and transparency. We consistently strive to be as forthcoming with parliamentarians as possible, while respecting the Government's obligations to protect certain types of information from disclosure.~~

- The private sector, including those in the pharmaceutical industry, are playing a critical role in the pandemic response. The Government of Canada recognizes its contractual and regulatory confidentiality obligations to these organizations and is committed to protecting their sensitive vaccine-related information.

-

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Commented [CJ4]: Would caution against the use of that language as I understand it is still the subject of discussions.

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Commented [CJ5]: Technically, we are no complying with the motion given that the deadline is past

Commented [JT6]: These three bullets remain relevant.

Commented [CJ7]: agree

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Latest update: January 28, 2021

QUESTIONS AND ANSWERS

Q1) Will the Government meet the new, extended deadline? Why isn't the Government being more transparent on this issue?

The Government of Canada is committed to providing parliamentarians with as much information as possible in accordance with the values of openness and transparency.

~~As provided for in the motion, we have requested a seven-day extension to the original deadline of Nov. 30.~~

We are committed to providing Members of Parliament with the thousands of requested documents as quickly as possible so that the Health committee can undertake its important, independent work on studying Canada's response to the COVID-19 pandemic. This transparent undertaking has resulted in thousands of pages, including ~~3,000 pages~~ from the Prime Minister's Office, already being shared with the Law Clerk and Parliamentary Counsel, a part of which is still with his office for review.

Departments have been actively working to respond to the motion and are committed to making best efforts to complete the work. Given the considerable scope of this work, the ~~ability to produce~~production of all relevant documents is a significant undertaking, which ~~will~~ entails a substantial amount of time and resources.

~~We are continuing to collect records including e-mails, documents, Question Period notes, and presentations. Thousands of documents have been identified as being potentially relevant to the productions orders. We are also in the process of reviewing these documents.~~

~~We expect to be in a position to provide an initial batch of documents by Dec. 7, 2020, as well as an update on our progress with respect to the orders for documents.~~

Q2) What about documents that contain commercial or business information sensitivities? How will they be handled?

We understand that current and prospective contractors and regulated parties may have concerns about the motion and its implications for information held by the Government of Canada.

Commented [JT8]: No longer relevant – we missed the deadline. Perhaps another questions might be, When will the government be able to provide all the relevant documents to the committee?

Commented [CJ9]: Agree

Commented [CP10]: does this still stand?

Commented [JT11]: See above.

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The Government of Canada carefully and diligently manages proprietary and confidential business information and is guided by the agreed upon terms and conditions of specific contracts.

We take this responsibility very seriously, and we will work closely with all concerned parties to ensure that their information continues to be protected per our contractual and regulatory obligations.

Q3) How will the Government of Canada handle redactions in regards to this request, in particular for privileged documents, Cabinet confidences, and business information?

As per the order, the Law Clerk will vet documents for personal information, national security, information relating to the Vaccine Task Force where its disclosure could reasonably be expected to interfere with contractual or other negotiations between the Government of Canada and a third party, and for interference with contractual or other negotiations.

Long-standing guidelines on the Government of Canada's policy for producing documents to parliamentarians set out 16 categories of information that are not typically provided. Examples of these categories include:

- Cabinet confidence;
- national security;
- advice to Ministers;
- information subject to solicitor-client privilege (and litigation privilege);
- personal information; and,
- information injurious to FPT or international relations.

The Government of Canada typically redacts Cabinet confidences and solicitor-client privileged information before sharing documents with the House of Commons. There are also significant concerns about confidential business information regarding COVID-19 vaccines being publicly shared.

Q4) Why might some of the documents be subject to Cabinet confidence and why should that be upheld?

Discussions between Cabinet ministers and the documents that reflect those deliberations are protected by the constitutional convention of Cabinet confidentiality.

In a system of responsible government, Cabinet is openly and collectively accountable to Parliament for the decisions it makes during the time it governs. If Cabinet ministers are to make decisions collectively, the privacy of their opinions and views in developing government policy must be protected. Otherwise, the collective responsibility of ministers to Parliament, which is essential to Cabinet government, would be difficult to maintain.

Commented [CJ12]: This will perhaps need an update following the OPS meeting. Update still TBC as per Jean C.

Commented [CL13]: From Maia: We'll need to be mindful of how and when the approach to redaction becomes public for the first time - ie should come via formal communication to the Law Clerk/Committee prior to this answer being used to respond to an enquiry.

Commented [CJ14]: Comments above still apply

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Q5) What will this motion cost the Government of Canada and how many resources have been used to respond to it? Have pandemic operations been affected?

Though ~~significant or~~ substantial resources have been directed to be able to fulfil this request, each department continues to play its role in supporting the Government of Canada's pandemic response.

Before documents are submitted

As the work of gathering the requested documents is ongoing, we cannot provide a specific figure for the resource implications at this time; however, hundreds of employees across the federal government are currently involved in producing the requested documents, which will entail a significant amount of time and resources.

After documents are submitted

The estimated financial cost of responding to the motion was $XX. Approximately XX full-time employees (FTEs) were involved in the response, working a total of approximately XX hours.

*(*figures to be updated once information is available and validated)*

Q6) How many documents will be handed over to the committee?

This transparent undertaking has resulted in thousands of pages, including ~~3,000 pages~~ from the Prime Minister's Office, already being shared with the Law Clerk and Parliamentary Counsel, ~~a part of which is still with his office for review.~~ ~~Approximately XXXX pages of documents were provided to the Law Clerk and Parliamentary Counsel on December 7.~~

*(*figure to be updated as documents are provided)*

Q7) What are the Government of Canada's plans regarding vaccines?

The Government of Canada is committed to protecting the health and safety of Canadians and has a rigorous scientific review system in place to ensure vaccines are safe and effective in preventing the diseases they target.

The Government of Canada is well positioned to ensure that Canadians can be vaccinated against COVID-19. We have contracts in place to secure a large inventory of vaccines from various sources. This will give us access to seven potential vaccines with up to 358 million doses, including those that have produced recent positive results.

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Commented [BP15]: This was deleted above, should be here too.

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DRAFT

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Final vaccine allocation and roll out will ultimately be determined by FPT governments, and will be informed by the National Advisory Committee on Immunization's (NACI) final guidance on key populations for early COVID-19 immunization.

Q8) Will these documents tell Canadians when to expect a COVID-19 vaccine?

Planning and discussions regarding vaccine roll-out in Canada are still actively underway, and because of this, confirmed dates on when specific individuals can expect to receive a vaccine will likely not be included in the requested documents.

Commented [EE16]: We are uncertain at this time as to what the documents contain. There have been recent announcements about when Canadian may expect a COVID-19 vaccine.

*(***Based on any sensitive documents identified by departments in their search, we will develop further key messages and Qs&As to address those issues.)*

Q9) What is the cause of the delay in providing documents to the Health Committee?

Q10) What is the current estimate of the number of pages/documents to be provided to the Committee?

Q11) What is the schedule for the next batches of documents to be provided to the Committee?

Q12) What is the timeline for providing the balance of the documents that respond to the motion?

Q13)Who is the final arbiter regarding exemptions? Is it departments or the Law Clerk and Parliamentary Counsel?

MEDIA RELATIONS PROTOCOL

DRAFT

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- PCO Media Relations will be the point of contact for media calls about the coordination of the Government's response to the motion.
- Departmental media relations will be responsible for responding to media requests about specific documents, with leads to be determined based on the documents' subject matter.
- All departmental media calls on this issue should be flagged by departmental media relations to the relevant PCO analyst.

Communications Advisor **s.16(2)**
Laura Cummings,
Philippe Charlebois,
Senior Analyst, Communications and Consultations (PCO)

DRAFT

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Simmering, William

From: Massabki, Myriam
Sent: Wednesday, February 3, 2021 3:48 PM
To: Mulkins, Marta
Cc: Rivet, Raymond
Subject: Re: HESA Motion - PCO Interdepartmental Coord call Update Info please

Thanks Marta.
Raymond will be the Comms representative.
Myriam

Envoyé de mon iPhone

Le 3 févr. 2021 à 15:33, Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca> a écrit :

Colleagues,

Just confirming who I will introduce tomorrow at the meeting who will speak on behalf of PCO Comms? As per the below we have modified the agenda slightly to enable you most flexibility in your comments, though expect you will receive interest / questions from the attendees.

Merci à l'avance –

Marta

From: Mulkins, Marta
Sent: Tuesday, February 2, 2021 5:59 PM
To: Saikaly, Jessica <Jessica.Saikaly@pco-bcp.gc.ca>
Cc: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Subject: HESA Motion - PCO Interdepartmental Coord call Update Info please

Appel interministériel de coordination de la motion de la COVID – le 4 février 2021

- BCP Bienvenue et mises à jour générales
  - Mises à jour du lot 5
  - Développement du plan de production, Tableau de bord du BCP
  - Planification du lot 6

- BCP Communications et considérations relatives à la planification des médias

- Ministère de la Justice – Mises à jour
  - Discussion sur le processus de révision pour la délivrance des documents au niveau SMA/SM

- Enjeux actuels – en discussion
  - Assemblage des documents caviardés pour les soumissions

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        - Lettre sur le caviardage / annotation de NUIX
    - Questions de processus en développement
        - Processus de collaboration et consultation des autres ministères – proposition de Santé Canada
        - Test de préjudice / Processus d'évaluation par l'équipe d'évaluation – proposition de Santé Canada

- Tour de table / Autre

Interdepartmental COVID Motion Coordination Call – 04 February 2021

- PCO Welcome and General Update
    - Batch 5 update
    - Production Plan Development, PCO Dashboard
    - Batch 6 planning

- PCO Communications and Media Planning Considerations

- DoJ Update
    - ADM/DM Review for Release Process discussion

- Current Issues – In Discussion
    - Packaging of Redacted documents for submissions
        - Redaction letter / NUIX annotations
    - Process questions in development:
        - OGD Consultation collaboration process – HC proposal
        - Injury Test / Evaluation Team assessment process – HC proposal

- Roundtable / Other

From: Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>
Sent: Tuesday, February 2, 2021 2:12 PM
To: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Subject: RE: HESA Motion - PCO Interdepartmental Coord call - Request for Comms Input

Thanks Marta,

And I se below you have invited Myriam to give an update at the ADM meeting. We have Philippe at our end working on updates to the media lines, and Paul Duchesne who may have more info at our end on the Media Monitoring element, and Ray Rivet on Comms directorate involvement in the process.

We will work with Myriam to brief her for this meeting.

Adine

Adine Patterson

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Senior Analyst, Strategic Communications
Privy Council Office / Government of Canada
adine.patterson@pco.gc.ca / Tel: [redacted]

Analyste principale,Communications stratégiques
Bureau du Conseil privé / Gouvernement du Canada
adine.patterson@bcp.gc.ca / tél: [redacted]

From: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Sent: February 2, 2021 1:55 PM
To: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>
Cc: Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Subject: RE: HESA Motion - PCO Interdepartmental Coord call - Request for Comms Input

Thanks Frank, good to know.

Myriam, Adine, – your confirmation will be appreciated, happy to discuss at your earliest convenience.

Marta

From: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Sent: Tuesday, February 2, 2021 1:47 PM
To: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Cc: Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>
Subject: Re: HESA Motion - PCO Interdepartmental Coord call - Request for Comms Input

Hi,

I am currently on assignment, working on the vaccine file... Adine or Myriam should be able to respond.

Thanks!

Frank

Sent from my iPhone

> On Feb 2, 2021, at 1:35 PM, Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca> wrote:
>
> Colleagues I am about to promulgate the agenda below (with some minor updates) – can you please confirm you will be able to brief as per the below please?
>
> Thanks
>
> Marta Mulkins

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From: Mulkins, Marta
Sent: Monday, February 1, 2021 6:24 PM
To: Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Subject: RE: HESA Motion - PCO Interdepartmental Coord call - Request for Comms Input

Colleagues,

The agenda is coming together for this Thursday's ADM Coord meeting and, as per the below, we are proposing the topics highlighted below for you to address if possible – happy to discuss in advance to explain the 'ask' from last week. Please don't hesitate to reach out:

DRAFT - Interdepartmental COVID Motion Coordination Call – 04 February 2021

1. PCO Welcome and General Update
    a. Batch 5 update
    b. Production Plan Development, PCO Dashboard
    c. Batch 6 planning

2. PCO Communications and Media Planning Considerations
    a. Common messages / support to OGD Comms Teams
    b. Media monitoring – daily Motion reporting tracking – to be shared across Departments for situational awareness

3. DoJ Update
    a. ADM/DM Review for Release Process discussion

4. Current Issues – In Discussion
    a. Packaging of Redacted documents for submissions
        i. Redaction letter / NUIX annotations
        ii. Exceptions warranting DM letter
    b. Process questions in development:
        i. OGD Consultation process – HC proposal
        ii. Injury Test / Evaluation Team process – HC proposal
        iii. FPT Process -

5. Roundtable / Other

Kind regards,
Marta Mulkins

From: Mulkins, Marta
Sent: Sunday, January 31, 2021 1:50 PM
To: Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>
Cc: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>; Welbourne, Maia

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<Maia.Welbourne@pco-bcp.gc.ca>; Saikaly, Jessica <Jessica.Saikaly@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: HESA Motion - PCO Interdepartmental Coord call - Request for Comms Input

Ms. Massabki, Myriam,

I am working in L&HP with Maia Welbourne in managing the overall coordination of the HESA Motion paper production effort and at our last Interdepartmental Coord call (Thursday) it became clear that many departments are ready for support from PCO in obtaining central messaging / MRLs / narrative in preparing to answer media queries. While they naturally will manage questions specific to their mandate lanes, there is acknowledgement that there are also common, overarching themes concerning the Production process where PCO may be best positioned to propose content and to enable consistent responses across the departments.

To that end, I wonder whether you might join this Thursday Feb 4th session (it is a weekly coord at 1pm) in order to brief the attendees on how PCO may be prepared to support and respond to questions they may have. We will welcome a discussion with you in advance to provide more detail on the context and whatever else you may require to prepare. If so, we will ensure the attendees are aware so their comms teams may also be extended the invitation to attend. The level of attendees across departments varies from ADM to Director, plus members of their teams as they see fit.

In future you may wish to have your team attend this weekly call as a matter of course, in aid of best situational awareness for all going forward.

Very happy to discuss at your convenience.

Kind regards,

Marta Mulkins
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Cell: [redacted] s.16(2)
Marta. mulkins@pco-bcp.gc.ca

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Thursday, January 28, 2021 8:12 PM
To: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Cc: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Subject: RE: Thanks Colleagues

Comms reached out to me to ask whether Myriam Massabki (DG for the next two months) and Philippe Charlebois could be invited to the meeting.

From: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Sent: Thursday, January 28, 2021 6:46 PM

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To: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: FW: Thanks Colleagues

Maia, following up on my feedback from the OGD coord meeting today – any objection to my pursuing the Comms theme for next Thursday's meeting? If not I will introduce myself to Frank Butara and see where we get.

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Simmering, William

From: Charlebois, Philippe
Sent: Wednesday, February 3, 2021 4:19 PM
To: Cintrat, Jean
Cc: Rivet, Raymond
Subject: RE: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03 (003)
Attachments: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03.docx

s.16(2)

Merci beaucoup
Je vous renvoie le document avec les questions que Raymond a envoyées précédemment. Pour boucler la boucle, pour l'instant
merci

Philippe Charlebois
Cell | Cellulaire : [redacted]

De : Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Envoyé : 3 février 2021 15:54
À : Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>
Cc : Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Objet : RE: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03 (003)

Salut, je vous renvoie le document avec quelques commentaires/changements de plus.
Jean

From: Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>
Sent: Wednesday, February 3, 2021 1:29 PM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Cc: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: RE: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03 (003)

J'ajoute Raymond Rivet à cette conversation pour info
merci

Philippe Charlebois
Cell | Cellulaire : [redacted]

De : Charlebois, Philippe
Envoyé : 3 février 2021 13:09
À : Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Objet : RE: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03 (003)

Bonjour Jean
Avez-vous du nouveau quant à ce document?
merci

Philippe Charlebois
Cell | Cellulaire : [redacted]

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De : Charlebois, Philippe
Envoyé : 2 février 2021 15:55
À : Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Objet : RE: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03 (003)

Bonjour Jean
Comment allez-vous?
Je joins en pièce jointe la dernière mouture du document, avec la contribution de l'équipe de relations avec les médias. Lorsque vous serez confortable avec le contenu présenté mais avant la fin de journée demain, pourriez-vous confirmer que je peux partager le tout avec le bureau du Premier ministre
merci

Philippe Charlebois
Cell | Cellulaire : [redacted]

De : Charlebois, Philippe
Envoyé : 1 février 2021 12:08
À : Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Objet : RE: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03 (003)

Parfait je te reviens

Philippe Charlebois
Cell | Cellulaire : [redacted]

De : Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Envoyé : 1 février 2021 11:57
À : Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>
Objet : RE: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03 (003)

Je pensais que tu allais chercher d'autres input et ensuite nous revenir pour approbation formelle.

From: Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>
Sent: Monday, February 1, 2021 11:56 AM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: RE: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03 (003)

Merci Jean
Est-ce que vous pensez obtenir l'approbation bientôt?

s.16(2)

Philippe Charlebois
Cell | Cellulaire : [redacted]

De : Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Envoyé : 1 février 2021 11:55
À : Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>
Objet : PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03 (003)

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Salut Philippe, voici nos suggestions. Please note that this has not been formally reviewed or signed off by my Assist Dep Sec.
Regards,
Jean

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Latest update: January 28, 2021

Media Lines

Motion on production of documents (COVID-19 pandemic response)

ISSUE

On Oct. 26, 2020, the House of Commons adopted a motion ordering the production of documents related to the federal government's response to the COVID-19 pandemic. ~~The current deadline to submit the documents is Monday, Nov. 30. The Clerk of the Privy Council Office has requested a seven-day extension to December 7, 2020.~~

These media lines/Qs&As are intended to provide messaging on the whole-of-government response to this motion.

BACKGROUND

On Oct. 26, 2020, the House of Commons adopted a motion ordering the production of documents related to the federal government's response to the COVID-19 pandemic. A number of federal government departments are ~~implicated~~ responding to ~~in~~ the motion, including:

- Health Canada
- Public Health Agency of Canada
- Innovation, Science and Economic Development Canada
- Privy Council Office
- Public Safety Canada
- Public Services and Procurement Canada

Departments are working to retrieve records primarily dating back to January 2018. The documents will be used as part of a health committee study into the federal government's COVID-19 response.

The motion require~~d~~s that the Government of Canada ~~to~~ respond by Nov. 30 initially. It also include~~d~~s a provision allowing the federal government to request a seven-day extension to that deadline, which has been implicitly granted.

To date, 19,051 pages of documents have been provided in the official language in which they were available, and that do not contain sensitive information. They were delivered in four batches on December 7 and 15, 2020 and on January 8 and 20, 2021.

PMO and implicated Ministers' Offices have provided separately approximately 14,000 pages of responsive records.

Commented [CP1]: Has that date changed?

Commented [CJ2]: Deadline is past. Suggest we not refer to it.

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Commented [CP3]: Was there not an extension granted?

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Latest update: January 28, 2021

Also of note, on December 16, 2020, January 20 and 29, 2020, the Law Clerk via the Speaker tabled 876 documents to the Committee. They included documents from HC, PHAC, DOJ, ISED, NRC, PSPC, PCO and PMO.

Some stakeholders, including industry organizations, members of the federal vaccine task force, and pharmaceutical companies, have publicly expressed concerns about the motion, citing issues with the potential release of confidential business information and noting that public servants would be required to devote resources to respond to the motion in lieu of supporting ongoing operations. Some have suggested that disclosure of vaccine development program information could compromise the regulatory authorization process and threaten both the timely availability of a vaccine for Canadians and the privacy of individuals participating in their studies.

MEDIA LINES

Key messages

- The Government of Canada is committed to continuing to work with provinces, territories, municipalities, Indigenous communities, and the private sector to respond to the pandemic and keep Canadians safe and healthy.
- Since the beginning of the COVID-19 pandemic, many federal departments have been working to support the Government of Canada's pandemic response. This work has touched on a broad range of important areas, such as healthcare, procurement, and vaccine deployment.
-
- We are committed to responding to the motion ~~providing Members of Parliament with the thousands of requested documents as quickly as possas quickly as possible ible~~ so that the Health committee can ~~undertake~~ continue its important, independent work on studying Canada's response to the COVID-19 pandemic. This transparent undertaking has resulted in thousands of pages, including ~~3,000 pages~~ from the Prime Minister's Office, already being shared with the Law Clerk and Parliamentary Counsel, ~~a part of which is still with his office for review~~.
- In that spirit, and in full compliance with the House of Commons motion, we have provided documents in the language in which they exist to the Law Clerk and Parliamentary Counsel before he tables them, considering the role that members have given him in reviewing these records.

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Latest update: January 28, 2021

- We take protecting Canada's official languages and upholding the Official Languages Act very seriously, and we know that the Law Clerk and Parliamentary Counsel will continue to do the same in the execution of his duties. Should he require additional assistance with the translation of the documents, he is able to request this assistance through the House of Commons Board of Internal Economy, and we are certain that members from the Government caucus would be happy to consider any request that he makes.

- We will continue to ~~comply with the order of the House of Commons to~~ provide documents to the office of the Law Clerk and Parliamentary Counsel in a timely manner as they become available.
- ~~We take this motion very seriously. Our primary objective is to be as responsive as possible to the motion, and to further the Standing Committee of Health's understanding of the government's response to the COVID-19 pandemic.~~

- ~~Departments have been actively working to respond to the motion and are committed to making best efforts to complete the work.~~

- ~~Given the considerable scope of this work, the ability to produce all relevant documents is a significant undertaking, which will entail a substantial amount of time and resources.~~

- ~~The Government of Canada is committed to providing parliamentarians with as much information as possible in accordance with the values of openness and transparency. We consistently strive to be as forthcoming with parliamentarians as possible, while respecting the Government's obligations to protect certain types of information from disclosure.~~

- The private sector, including those in the pharmaceutical industry, are playing a critical role in the pandemic response. The Government of Canada recognizes its contractual and regulatory confidentiality obligations to these organizations and is committed to protecting their sensitive vaccine-related information.

-

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Commented [CJ4]: Would caution against the use of that language as I understand it is still the subject of discussions.

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Commented [CJ5]: Technically, we are no complying with the motion given that the deadline is past

Commented [JT6]: These three bullets remain relevant.

Commented [CJ7]: agree

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Latest update: January 28, 2021

QUESTIONS AND ANSWERS

Q1) Will the Government meet the new, extended deadline? Why isn't the Government being more transparent on this issue?

The Government of Canada is committed to providing parliamentarians with as much information as possible in accordance with the values of openness and transparency.

~~As provided for in the motion, we have requested a seven-day extension to the original deadline of Nov. 30.~~

We are committed to providing Members of Parliament with the thousands of requested documents as quickly as possible so that the Health committee can undertake its important, independent work on studying Canada's response to the COVID-19 pandemic. This transparent undertaking has resulted in thousands of pages, including ~~3,000 pages~~ from the Prime Minister's Office, already being shared with the Law Clerk and Parliamentary Counsel, a part of which is still with his office for review.

Departments have been actively working to respond to the motion and are committed to making best efforts to complete the work. Given the considerable scope of this work, the ~~ability to produce~~production of all relevant documents is a significant undertaking, which ~~will~~ entails a substantial amount of time and resources.

~~We are continuing to collect records including e-mails, documents, Question Period notes, and presentations. Thousands of documents have been identified as being potentially relevant to the productions orders. We are also in the process of reviewing these documents.~~

~~We expect to be in a position to provide an initial batch of documents by Dec. 7, 2020, as well as an update on our progress with respect to the orders for documents.~~

Q2) What about documents that contain commercial or business information sensitivities? How will they be handled?

We understand that current and prospective contractors and regulated parties may have concerns about the motion and its implications for information held by the Government of Canada.

Commented [JT8]: No longer relevant – we missed the deadline. Perhaps another questions might be, When will the government be able to provide all the relevant documents to the committee?

Commented [CJ9]: Agree

Commented [CP10]: does this still stand?

Commented [JT11]: See above.

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The Government of Canada carefully and diligently manages proprietary and confidential business information and is guided by the agreed upon terms and conditions of specific contracts.

We take this responsibility very seriously, and we will work closely with all concerned parties to ensure that their information continues to be protected per our contractual and regulatory obligations.

Q3) How will the Government of Canada handle redactions in regards to this request, in particular for privileged documents, Cabinet confidences, and business information?

As per the order, the Law Clerk will vet documents for personal information, national security, information relating to the Vaccine Task Force where its disclosure could reasonably be expected to interfere with contractual or other negotiations between the Government of Canada and a third party, and for interference with contractual or other negotiations.

Long-standing guidelines on the Government of Canada's policy for producing documents to parliamentarians set out 16 categories of information that are not typically provided. Examples of these categories include:

- Cabinet confidence;
- national security;
- advice to Ministers;
- information subject to solicitor-client privilege (and litigation privilege);
- personal information; and,
- information injurious to FPT or international relations.

The Government of Canada typically redacts Cabinet confidences and solicitor-client privileged information before sharing documents with the House of Commons. There are also significant concerns about confidential business information regarding COVID-19 vaccines being publicly shared.

Q4) Why might some of the documents be subject to Cabinet confidence and why should that be upheld?

Discussions between Cabinet ministers and the documents that reflect those deliberations are protected by the constitutional convention of Cabinet confidentiality.

In a system of responsible government, Cabinet is openly and collectively accountable to Parliament for the decisions it makes during the time it governs. If Cabinet ministers are to make decisions collectively, the privacy of their opinions and views in developing government policy must be protected. Otherwise, the collective responsibility of ministers to Parliament, which is essential to Cabinet government, would be difficult to maintain.

Commented [CJ12]: This will perhaps need an update following the OPS meeting. Update still TBC as per Jean C.

Commented [CL13]: From Maia: We'll need to be mindful of how and when the approach to redaction becomes public for the first time - ie should come via formal communication to the Law Clerk/Committee prior to this answer being used to respond to an enquiry.

Commented [CJ14]: Comments above still apply

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Q5) What will this motion cost the Government of Canada and how many resources have been used to respond to it? Have pandemic operations been affected?

Though ~~significant or~~ substantial resources have been directed to be able to fulfil this request, each department continues to play its role in supporting the Government of Canada's pandemic response.

Before documents are submitted

As the work of gathering the requested documents is ongoing, we cannot provide a specific figure for the resource implications at this time; however, hundreds of employees across the federal government are currently involved in producing the requested documents, which will entail a significant amount of time and resources.

After documents are submitted

The estimated financial cost of responding to the motion was $XX. Approximately XX full-time employees (FTEs) were involved in the response, working a total of approximately XX hours.

*(*figures to be updated once information is available and validated)*

Q6) How many documents will be handed over to the committee?

This transparent undertaking has resulted in thousands of pages, including ~~3,000 pages~~ from the Prime Minister's Office, already being shared with the Law Clerk and Parliamentary Counsel, ~~a part of which is still with his office for review.~~ ~~Approximately XXXX pages of documents were provided to the Law Clerk and Parliamentary Counsel on December 7.~~

*(*figure to be updated as documents are provided)*

Q7) What are the Government of Canada's plans regarding vaccines?

The Government of Canada is committed to protecting the health and safety of Canadians and has a rigorous scientific review system in place to ensure vaccines are safe and effective in preventing the diseases they target.

The Government of Canada is well positioned to ensure that Canadians can be vaccinated against COVID-19. We have contracts in place to secure a large inventory of vaccines from various sources. This will give us access to seven potential vaccines with up to 358 million doses, including those that have produced recent positive results.

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Commented [BP15]: This was deleted above, should be here too.

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Final vaccine allocation and roll out will ultimately be determined by FPT governments, and will be informed by the National Advisory Committee on Immunization's (NACI) final guidance on key populations for early COVID-19 immunization.

Q8) Will these documents tell Canadians when to expect a COVID-19 vaccine?

Planning and discussions regarding vaccine roll-out in Canada are still actively underway, and because of this, confirmed dates on when specific individuals can expect to receive a vaccine will likely not be included in the requested documents.

Commented [EE16]: We are uncertain at this time as to what the documents contain. There have been recent announcements about when Canadian may expect a COVID-19 vaccine.

*(***Based on any sensitive documents identified by departments in their search, we will develop further key messages and Qs&As to address those issues.)*

Q9) What is the cause of the delay in providing documents to the Health Committee?

Q10) What is the current estimate of the number of pages/documents to be provided to the Committee?

Q11) What is the schedule for the next batches of documents to be provided to the Committee?

Q12) What is the timeline for providing the balance of the documents that respond to the motion?

Q13)Who is the final arbiter regarding exemptions? Is it departments or the Law Clerk and Parliamentary Counsel?

MEDIA RELATIONS PROTOCOL

DRAFT

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- PCO Media Relations will be the point of contact for media calls about the coordination of the Government's response to the motion.
- Departmental media relations will be responsible for responding to media requests about specific documents, with leads to be determined based on the documents' subject matter.
- All departmental media calls on this issue should be flagged by departmental media relations to the relevant PCO analyst.

Communications Advisor
Laura Cummings, [redacted]
Philippe Charlebois, [redacted]
Senior Analyst, Communications and Consultations (PCO)

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DRAFT

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COVID Motion SME/QC Agenda / Motion COVID EM/CQ Ordre du jour

Thursday, February 4, 2021 / le jeudi 4 février 2021

Item	Subject	Lead
1	Introduction	PCO – Steven Kasouf
2	Key contacts / *contacts clés:* James Stringham (DOJ) – Ringtail/ NUIX Annie Plouffe (PSPC) – CBI COVID Motion Leads (see Annex A) Steven Kasouf (PCO) – Coordination of regular SME/QC calls	PCO – Steven Kasouf
3	Recap of previous meeting with answers to questions	PCO – Steven Kasouf
4	Translated docs posted by Law Clerk	DOJ – James Stringham
5	ADM/DM approvals during highlighting phase	DOJ – James Stringham
6	Q & A	All
7	Closing remarks, next meeting	PCO – Steven Kasouf

ANNEX A

Department	**Contact**
PCO – Privy Council Office	Tamara Jeffrey Email: tamara.jeffrey@pco-bcp.gc.ca Phone : 613-314-0542
HC - Health Canada	Laurent Gémar Email: **laurent.gemar@canada.ca** Cell 613-219-7802
CBSA - Canadian Board Service Agency	Joseph (Yves) Lessard Email: **Joseph.lessard@cbsa-asfc.gc.ca** Note: CBSA only had one document which has been pushed through and approved so they are not reviewing in the database. **No need to send updates.**
DND - Department of National Defence	Christine Moore Email: **CHRISTINE.MOORE@forces.gc.ca**
FINANCE - Department of Finance Canada)	Chantel Lavoie Email: **chantal.lavoie@canada.ca**

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COVID Motion SME/QC Agenda / Motion COVID EM/CQ Ordre du jour

Thursday, February 4, 2021 / le jeudi 4 février 2021

GAC - Global Affairs Canada	Laura Riggs Email: **Laura.Riggs@international.gc.ca**
IRCC - Immigration, Refugees and Citizenship Canada	Marc-Andre Bernard Email: **Marc-Andre.Bernard@cic.gc.ca**
ISC - Indigenous Services Canada	Salem, Nicole Email: **nicole.salem@canada.ca**
ISED - Innovation, Science and Economic Development Canada	Catherine Néron Email: **catherine.neron@canada.ca**
JUS - Department of Justice	Lise Léon Email: **lise.leon@justice.gc.ca**
NRC - National Research Council	Maria Krioutchkova Email: **maria.krioutchkova@nrc-cnrc.gc.ca**
PS - Public Safety Canada	Susan Nadon Email: **susan.nadon@canada.ca**
PSPC - Public Service and Procurement Canada	Benjamin Woodman Email: **Benjamin.Woodman@tpsgc-pwgsc.gc.ca**
TBS - Treasury Board of Canada Secretariat	Irene Tsompanellisa Email: **Irene.Tsompanellis@tbs-sct.gc.ca** Also please cc Natalie Acres **Natalie.Acres@tbs-sct.gc.ca**
TC - Transport Canada	Justin Bernard Email: **Justin.Bernard@tc.gc.ca**

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Simmering, William

From: Kasouf, Steven
Sent: Thursday, February 4, 2021 8:57 AM
To: Stringham, James
Subject: Re: HESA Motion - Attribution of Documents to NRC on HoC Website

Thanks to you!

Steven Kasouf
Deputy Director / Directeur adjoint
Privy Council Office / Bureau du conseil privé
613-218-7919

Sent from my iPhone

On Feb 4, 2021, at 8:56 AM, Stringham, James <James.Stringham@justice.gc.ca> wrote:

Will do. Thanks for the heads up Steven.

From: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Sent: February-04-21 8:37 AM
To: Stringham, James <James.Stringham@justice.gc.ca>
Cc: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; Eid, Elisabeth <Elisabeth.Eid@justice.gc.ca>
Subject: RE: HESA Motion - Attribution of Documents to NRC on HoC Website

Morning James et al.

I will add this to the agenda for today and if you are able to speak to them that would be greatly appreciated.

Thanks

Steven Kasouf

Deputy Director, Access to Information and Privacy
Privy Council Office / Government of Canada
steven.kasouf@pco-bcp.gc.ca
O: 613-960-4085
F: 613-960-4201

Directeur adjoint, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
steven.kasouf@pco-bcp.gc.ca
B: 613-960-4085
T: 613-960-4201

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From: Stringham, James <James.Stringham@justice.gc.ca>
Sent: January 29, 2021 10:20 AM
To: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Cc: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; Eid, Elisabeth <Elisabeth.Eid@justice.gc.ca>
Subject: FW: HESA Motion - Attribution of Documents to NRC on HoC Website

Steven,

There are a couple of issues that perhaps we could raise during the call on Monday or Thursday.

The first issue is described in the email below. As you noted in previous calls, the Law Clerk is now posting documents that he has tabled with the Speaker. These documents have to be posted in both official languages, so we would expect to see translations of documents for which we have produced only one language version to the Law Clerk (and for which we have only that version in our database). Departments may not recognize the translations as their own documents. Checking the equivalent posted in the other official language may solve the mystery.

The second issue relates to the process for ADM/DM level approval for the redaction phase. In the binary "no redaction/redaction" phase, many departments have sought approval from their ADMs and DMs using a process outside of Ringtail/Nuix Discover. In essence, we create spreadsheets populated with the documents the ADMs and DMs must review for approval. In turn, the ADMs/DMs indicate their approval by selecting from dropdown menus in the spreadsheet to indicate their decision on each documents (e.g. Yes/No, reason for No).

This scheme will not work for the redaction phase, because the ADM/DM may wish to change the proposed highlighting in each document. The only way these changes can be done is for the executive to do the work themselves in Ringtail/Nuix Discover, or to have a person act as their proxy to enter their changes into the system. The latter will be rather ponderous. It would be ideal if ADMs and DMs would do this work in the system themselves, but it will likely will fall to SMEs or QCers to act as proxies. I would like to give them a heads up on this as soon as possible.

Thanks.

James

From: Stringham, James
Sent: January-29-21 10:02 AM
To: 'Cintrat, Jean' <Jean.Cintrat@pco-bcp.gc.ca>; 'John.Burnett@nrc-cnrc.gc.ca' <John.Burnett@nrc-cnrc.gc.ca>
Cc: Covid-Motion <Covid-Motion@justice.gc.ca>
Subject: FW: HESA Motion - Attribution of Documents to NRC on HoC Website

Good morning Jean and John,

It took a little sleuthing (credit to our detective paralegals); this is our best guess as to what the Law Clerk produced.

The documents appear to be English translations of French documents that were produced from our database to the Law Clerk in our December 15th production. We do not have the English documents in our database. The French documents are attributed to the NRC in our database.

These are the documents we produced to the Clerk in our December 15th package:

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PB.NRC.ESI.00001.000395 = HESA_NRC-CNRC_0000303_F
PB.NRC.ESI.00001.000272 = HESA_NRC-CNRC_0000319_F

You will note that the English versions have the same number in the HESA doc ID, with the suffix _E.

Best regards,

James

From: Burnett, John <John.Burnett@nrc-cnrc.gc.ca>
Sent: January-26-21 1:27 PM
To: 'Cintrat, Jean' <Jean.Cintrat@pco-bcp.gc.ca>; 'Welbourne, Maia' <Maia.Welbourne@pco-bcp.gc.ca>
Cc: Stringham, James <James.Stringham@justice.gc.ca>
Subject: HESA Motion - Attribution of Documents to NRC on HoC Website

Hi Jean, Maia: In reviewing was what posted by the House of Commons on the HESA motion, we noted that of the nine documents posted to date under "National Research Council / NRC", at least two did not originate in our agency.

Wanted to flag this issue to your attention in the event it is happening to other Departments / Agencies, and looking to see if this can be rectified somehow.

The documents in question are:

HESA_NRC-CNRC_0000303_E	Document	Key messages – Speech from the Throne To open the second session of the Forty-third Parliament of Canada	Key points from the last throne speech
HESA_NRC-CNRC_0000319_E	Document	Questions and Answers—Announcement on Vaccines	Questions and responses on vaccine procurement

With thanks,

John

John Burnett

Director
Stakeholder Relations and Parliamentary Affairs (SRPA)
National Research Council Canada / Government of Canada
1200 Montreal Road, Building M-55 / 190 / K1A 0R6
John.Burnett@nrc-cnrc.gc.ca / Tel: 613-796-9259

Directeur
Relations avec les intervenants et affaires parlementaires (RIAP)
Conseil national de recherches Canada / Gouvernement du Canada
1200, chemin Montréal, édifice M-55 / 190 / K1A 0R6
John.Burnett@nrc-cnrc.gc.ca / Tél: 613-796-9259

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Simmering, William

From: Jeffrey, Tamara
Sent: Thursday, February 4, 2021 9:19 AM
To: Babad, Luke
Subject: RE: Approval of Documents

Follow Up Flag: Follow up
Flag Status: Completed

Merci, I've also sent you an email with some records that had technical issues. Could you please advise when the issues have been corrected and we can proceed to uploading those records.

Thank you,

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted] s.16(2)
Tamara.Jeffrey@pco-bcp.gc.ca

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Thursday, February 4, 2021 8:10 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: RE: Approval of Documents

Morning Tamara,

Quick update – I'm going to re-code those remaining pieces as soon as IT resolves a Talon issue for me (sigh) and will then tag Dom to go approve.

I'll let you know as soon as that's done – promise I haven't forgotten!

Luke

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: Tuesday, February 2, 2021 9:47 AM
To: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Subject: RE: Approval of Documents

It appears that way. She can also code for the motion paragraph herself if its easier.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343

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Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

s.16(2)

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Tuesday, February 2, 2021 9:44 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: RE: Approval of Documents

Thanks Tamara – if I understand correctly, on binders 1 and 2 one of the SMEs must first go in and code a couple missing elements before Dom approves, and on binder 3 she simply needs to go in and approve the document?

Luke

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: Tuesday, February 2, 2021 9:42 AM
To: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Subject: RE: Approval of Documents

Hi Luke,

Did a little investigative work and have come up with the following in relation to your records:

- 00003 COVID-19 – needed response Motion BINDER: docs missing para - waiting for Approver to finish review (119 docs returned from DOJ from Dec 6 production (312)) – requires the identification of the motion paragraphs in this binder.
- 00003 COVID-19 APPROVAL BINDER – Not Sure: 2 docs not coded #000001810 and #000001966 - 2 documents that have not been approved by the approver – also some motion paragraphs need to be identified : 5 docs reviewed and approved as NO Highlights Required
- 00015 OPERATIONS (COVID-19) – APPROVAL BINDER: 1 document is missing coding #000014041 from Approver - 8 docs reviewed and approved as NO Highlights Required. – 1 document not approved

Let me know if I can assist in some way

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Monday, February 1, 2021 5:43 PM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Subject: Re: Approval of Documents

Hey again Tamara,

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Dom approved these three binders a couple weeks ago. Could you confirm - is an additional approval required?

Luke

Sent from my iPhone

On Feb 1, 2021, at 5:19 PM, Babad, Luke <Luke.Babad@pco-bcp.gc.ca> wrote:

Hi Tamara,

Hope you're doing well. I can't speak to Dom's schedule or next availability to get into the office safely to access Ringtail, but I will certainly check in with her on this.

Best,
Luke

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: Monday, February 1, 2021 4:11 PM
To: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Subject: Approval of Documents

Hi Luke,

Just quickly wanted to touch base to see if you knew whether Dominique planned on approving the outstanding COVID-19 Secretariat records. She currently has 3 ebinders waiting for her approval :

- 00003 COVID-19 – needed response Motion BINDER: docs missing para - waiting for Approver to finish review (119 docs returned from DOJ from Dec 6 production (312))
- 00003 COVID-19 APPROVAL BINDER – Not Sure: 2 docs not coded #000001810 and #000001966 : 5 docs reviewed and approved as NO Highlights Required
- 00015 OPERATIONS (COVID-19) – APPROVAL BINDER: 1 document is missing coding #000014041 from Approver - 8 docs reviewed and approved as NO Highlights Required.

Any intel would be greatly appreciated!

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted]
Tamara.Jeffrey@pco-bcp.gc.ca

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s.23

Simmering, William

From: Brochet, Vanessa
Sent: Thursday, February 4, 2021 3:40 PM
To: Moreau-Tremblay, Christine (CCLU.GJCC); Babad, Luke
Cc: Jeffrey, Tamara
Subject: RE: [redacted]

[redacted]

Vanessa Brochet
Director and General Counsel - Directrice and avocate générale
Privy Council Office Legal Services Sector | Secteur des services juridiques du Bureau du Conseil privé
Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister | Bureau de la conseillère juridique auprès du greffier du Conseil privé et sous-ministre adjointe
(613) 697-3586 Vanessa.Brochet@pco-bcp.gc.ca

De : Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
Envoyé : 4 février 2021 13:48
À : Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Cc : Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Objet : [redacted]

Hi Luke,

[redacted]

Thank you,
Christine

Christine Moreau-Tremblay
Paralegal and Operations Coordinator / Parajuriste et coordonnatrice des opérations
Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister /
Bureau de la conseillère juridque auprès du greffier du Conseil privé et sous-ministre adjointe
Privy Council Office Legal Services Sector / Secteur des services juridiques du Bureau du Conseil privé
Tel / Tél : 613-957-5282
christine.moreau-tremblay@pco-bcp.gc.ca

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Simmering, William

From: Cintrat, Jean
Sent: Friday, February 5, 2021 4:44 PM
To: Halucha, Paul; Henry, Barbara; Robinson, Jodi; Setlakwe, Lisa; Schwendt, Steven; Shannon, Tara; Bouchard, Chantal; Blanchard, Dominique; Wong-Fortin, Bonny; Baird, Louise; Lynch, Matthew; Brochet, Vanessa; Roussy, Daniel; van Dieen, Jodie; Merissa, Rahel; Bisson, Melissa; Butara, Frank; Rivet, Raymond; Tessier, Jean; Chretien, Kimberley; Muir, Alexandra; Malone, Lorna; Champoux, Elizabeth; Adler, Jeremy; Harty, Siobhan; Brunelle-Côté, Antoine; MacKillop, Ken; Perreault, Claudie; Bowles, Louise; Fung, Jennifer; Fee, Stuart; Neilson, David; Kasouf, Steven; Charlebois, Philippe; Massabki, Myriam
Cc: Jeffrey, Tamara; Mulkins, Marta; Welbourne, Maia; McAdam, Ryan
Subject: Oct 26 motion COVID-19

Please find below the link to documents tabled in the House today.
Veuillez trouver plus bas le lien vers les documents déposés en Chambre aujourd'hui.

https://www.ourcommons.ca/content/Committee/Motion2020-10-26/2021-02-05-SPDP-8550-432-1-03/documents-e.html

Jean Cintrat
Directeur des Opérations, Affaires parlementaires
Bureau du Conseil privé / Gouvernement du Canada
Director of Operations, Parliamentary Affairs
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jean.cintrat@pco-bcp.gc.ca

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Simmering, William

From: Massabki, Myriam
Sent: Monday, February 8, 2021 8:35 AM
To: Rivet, Raymond
Subject: Re: COVID motion interdepartmental meeting

Bonjour Raymond.
Parlons nous après Staff.

Envoyé de mon iPhone

Le 8 févr. 2021 à 08:11, Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca> a écrit :

Bon lundi Myriam. J'aimerais discuter quand tu seras disponible. Une priorité serait de convoquer les ministères concernés pour discuter de la gestion d'enjeux. s.16(2)
RR

From: Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>
Sent: 4 février 2021 14:07
To: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Cc: Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>; Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>
Subject: Re: COVID motion interdepartmental meeting

Merci Ray!

Envoyé de mon iPhone

Le 4 févr. 2021 à 14:00, Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca> a écrit :

Here is a brief summary of the COVID motion meeting this afternoon.

There was an update on the timing of the batches to be provided to the HoC law clerk. Batch 6 (documents without redactions) will be submitted by February 12th.

The Communications item in the agenda focused on Communications coordination.

I informed the participants that there are lines and Qs&As being prepared to be shared with departments (in line with comments made to media by Minister Rodriguez).

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I suggested that, beyond the immediate communications focus on current issues, we would need to discuss the longer term issues arising out of the actual Health Ctee study of the Government's response to the COVID pandemic. There was agreement on this point.

Kelly Acton suggested that, beyond the ongoing issue management that departments are doing on this file, it would be necessary for the core departments to have a discussion with PCO Communications with a view to sharing information on emerging issues and developing a coordinated response. Action item: We should convene a meeting with these departments at the earliest opportunity.

I informed departments that we have started to track media coverage related to the production of documents requested by the committee and that we are looking into the feasibility of sharing our media monitoring results.

The rest of the meeting consisted of updates of technical issues, much of it relating to the processing of documents in Ringtail.

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Simmering, William

From: Gauthier, Jean-pierre (HC/SC) <jean-pierre.gauthier@canada.ca>
Sent: Tuesday, February 9, 2021 8:25 PM
To: Cintrat, Jean
Cc: Stringham, James; Mulkins, Marta; Kasouf, Steven; Gémar, Laurent (HC/SC)
Subject: RE: Q&A on Audits and Evaluation, including work by the OAG

[redacted] s.23

Merci.

JnP

Jean-Pierre Gauthier
Director General, Motion Lead Team
Health Products and Food Branch
Health Canada / Government of Canada
jean-pierre.gauthier@canada.ca / Cell. : 343-572-1675

Directeur général, Équipe de coordination de la Résolution
Direction générale des produits de santé et des aliments
Santé Canada / Gouvernement du Canada
jean-pierre.gauthier@canada.ca / Cell. : 343-572-1675

"The land on which we work is traditional Algonquin territory"
« Les terres sur lesquelles nous travaillons se trouvent sur les territoires traditionnels Algonquins »

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: 2021-02-09 8:21 PM
To: Gauthier, Jean-pierre (HC/SC) <jean-pierre.gauthier@canada.ca>
Cc: Stringham, James <James.Stringham@justice.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>; Gémar, Laurent (HC/SC) <laurent.gemar@canada.ca>
Subject: RE: Q&A on Audits and Evaluation, including work by the OAG

s.23

[redacted]

Jean

From: Gauthier, Jean-pierre (HC/SC) <jean-pierre.gauthier@canada.ca>
Sent: Tuesday, February 9, 2021 7:50 PM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Cc: Stringham, James <James.Stringham@justice.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>; Gémar, Laurent (HC/SC) <laurent.gemar@canada.ca>
Subject: RE: Q&A on Audits and Evaluation, including work by the OAG

s.23

[redacted]

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[redacted]

It is worth noting that the AG is an officer or Parliament and therefore works for and reports to Parliamentarians…

Merci Jean.

JnP

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Health Canada / Government of Canada
jean-pierre.gauthier@canada.ca / Cell. : 343-572-1675

Directeur général, Équipe de coordination de la Résolution
Direction générale des produits de santé et des aliments
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jean-pierre.gauthier@canada.ca / Cell. : 343-572-1675

"The land on which we work is traditional Algonquin territory"
« Les terres sur lesquelles nous travaillons se trouvent sur les territoires traditionnels Algonquins »

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: 2021-02-09 6:10 PM
To: Gauthier, Jean-pierre (HC/SC) <jean-pierre.gauthier@canada.ca>
Cc: Stringham, James <James.Stringham@justice.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>; Gémar, Laurent (HC/SC) <laurent.gemar@canada.ca>
Subject: RE: Q&A on Audits and Evaluation, including work by the OAG

Bonsoir Jean-Pierre,

Regarding the last bullet, is there a legal foundation for systematically withholding documents related to the OAG that would otherwise be responsive to the motion?
Regards,

Jean

From: Gauthier, Jean-pierre (HC/SC) <jean-pierre.gauthier@canada.ca>
Sent: Tuesday, February 9, 2021 3:21 PM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Cc: Stringham, James <James.Stringham@justice.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>; Gémar, Laurent (HC/SC) <laurent.gemar@canada.ca>
Subject: Q&A on Audits and Evaluation, including work by the OAG

Good afternoon. I just wish to share with you a Q&A we are planning to post internally to the Health Portfolio shortly. I would draw your attention in particular to the last bullet.

Please let me know if you have any issues or any suggestions.

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Merci.

JnP

****

Q: Are Audit and Evaluations Documents considered relevant/in scope for the COVID Motion:

- Internal Audit and evaluation reports are usually available online on both the Health Canada and PHAC websites. Therefore, they are publically available and not relevant for the Motion.
- However, there are some reports that are not available online. These are typically internal consultancy projects that are done at the request of the Deputy Minister or the President. These documents can be in scope of the Motion, if:
    - They respond to the Motion paragraphs – some of the consultancy work will cover different areas of work.
    - Emails discussing the report (approvals, etc.) may not respond to the Motion. They should be taken at face value and coded as irrelevant if they do not respond (i.e., discussing the approval of the report, rather than plans to procure PPE, for example).
    - Review for CBI, as some of these consultancies will review contracts.
    - Redactions may be needed if there is third party information or PT considerations.
- Emails or documents relating to Office of the Auditor General audits are out of scope, including any exchanges of information with the OAG, relating to any of the Motion paragraphs. We should not disclose material related to OAG.

****

Jean-Pierre Gauthier
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Health Products and Food Branch
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jean-pierre.gauthier@canada.ca / Cell. : 343-572-1675

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Direction générale des produits de santé et des aliments
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"The land on which we work is traditional Algonquin territory"
« Les terres sur lesquelles nous travaillons se trouvent sur les territoires traditionnels Algonquins »

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Simmering, William

From: Kasouf, Steven
Sent: Tuesday, February 9, 2021 5:26 PM
To: McKay, Cameron
Subject: RE: SME-QC Reviewer Call Notes (February 4th)

HI Cameron,

I added a couple more minor things in below and it's good to go now.

Thanks

Steven Kasouf

Deputy Director, Access to Information and Privacy
Privy Council Office / Government of Canada
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F: 613-960-4201

Directeur adjoint, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
steven.kasouf@pco-bcp.gc.ca
B: 613-960-4085
T: 613-960-4201

From: McKay, Cameron <Cameron.McKay@pco-bcp.gc.ca>
Sent: February 8, 2021 1:05 PM
To: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Subject: RE: SME-QC Reviewer Call Notes (February 4th)

Here is the final copy.

Let me know when to send it.

Thanks,

Cameron McKay

Junior ATIP Analyst, Access to Information and Privacy
Privy Council Office / Government of Canada
cameron.mckay@pco-bcp.gc.ca / Tel: 613-957-5617

Analyste junior à l'AIPRP, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
cameron.mckay@pco-bcp.gc.ca / Tel : 613-957-5617

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From: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Sent: Monday, February 8, 2021 11:14 AM
To: McKay, Cameron <Cameron.McKay@pco-bcp.gc.ca>
Subject: RE: SME-QC Reviewer Call Notes (February 4th)

Hi Cameron,

My input below in red.

Thanks

Steven Kasouf

Deputy Director, Access to Information and Privacy
Privy Council Office / Government of Canada
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steven.kasouf@pco-bcp.gc.ca

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Bureau du Conseil privé / Gouvernement du Canada
Tél: 613-960-4085
Télécopieur: 613-960-4201
steven.kasouf@pco-bcp.gc.ca

From: McKay, Cameron <Cameron.McKay@pco-bcp.gc.ca>
Sent: Monday, February 8, 2021 8:51 AM
To: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Subject: SME-QC Reviewer Call Notes (February 4th)
Importance: High

Hi Steve,

Here are the notes ready for your review.

Thanks,

Cameron McKay

Junior ATIP Analyst, Access to Information and Privacy
Privy Council Office / Government of Canada
cameron.mckay@pco-bcp.gc.ca / Tel: 613-957-5617

Analyste junior à l'AIPRP, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
cameron.mckay@pco-bcp.gc.ca / Tel : 613-957-5617

- **04/02/2021**
    - General Discussion

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- Recap of Jan 28, 2021 Call:
    - Discussed permissions
    - IET discussion: the team's role would be to act on items that could be labelled injurious
        - Would be composed of current or senior SMEs
        - More input during the next meeting
    - Reminder to flag any duplicates
    - Page count released to the Law Clerk was around 20,000
    - Received a demonstration on how to add comments in the system
    - FPT/TP Consultation Process: nothing confirmed yet, stay tuned for updates
    - Reminder not to send info above Protected B over MS Teams or Outlook
    - Reviews by Legal: Legal is better positioned for reviewing solicitor-client/Cabinet Confidence, SMEs-QCers to review/highlight other information
    - When contacting our own LSUs for sol-cli/lit priv/Cab con review give them the numbers of the documents in Ringtail/NUIX to expedite review process
    - Received a demonstration on how to access COVID Motion MS Teams Channel
        - Those videos are in the files around 26 minute mark
    - Reminder: anything that is a draft is to be marked as irrelevant and not collected
    - Discussed a question regarding documents like those from PCO (ex. COVID Morning Briefs) that are duplicates between departments
        - Redaction/consultation process on these docs is still under discussion
    - Questions in the comments
        - SMEs involved in multi step redaction? Could be if they are on the IET
        - Operating systems between the demonstration and the actual system are the same but have minor appearance differences
        - Is it possible that redactions can be challenged?
            - Ultimate challenge: Opposition can say the House is in contempt, but that is really the only challenge
        - Draft boxes?
            - Yes there are draft boxes available in the system
        - OGD question about FPT consultations process, still being reviewed

- <u>Other Topics</u>
    - James S (DOJ): update on translated documents from the Law Clerk
        - The Law Clerk can only table documents that are in both official languages

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        - If not, they need to find a translation team
    - If you find a new document that you don't remember submitting, it is most likely a document that was translated
    - You can find the appropriate translation document by the suffix

- James S (DOJ): ADM/DM approval stage
    - in NIL highlights phase, ADM/DMs were provided a document to facilitate approval process, makes it quicker and clearer for comments from senior officials
    - Typically, ADM/DM approval needs a person in Nuix to actually go and make changes marked by senior officials at the same time
        - This can be detrimental to time management
    - Alternative Options
        - 1: the senior officials learn to do those changes themselves (best option)
        - 2: pair them with someone who knows how to do the changes, and help them make changes on the fly, this option can be good and bad because the changes are immediate, but also requires someone available whenever senior officials are reviewing the file
        - 3: print out a spreadsheet with documents that need ADM/DM review and then provide feedback to proxy reviewer for changes
            - print out documents and do those changes by hand
    - Questions:
        - Annie P (PSPC): are you expecting senior management changes to be included in Nuix?
            - Yes, only issue would be with OGD consultation
        - If you want a print out, go to MS Teams Channel and go to the HESA motion and look through Files, you can find documents that show what the mark ups will look like through the stages, includes ledgers
        - Annie P (PSPC): does everyone have access to these documents?
            - Yes, but they are just methods to present information and highlights to your ADM/DM/Senior Officials at different stages. It is a matter of asking what they want to see, and what clarification they need.
        - If they are reviewing in Ringtail, what will that stage resemble?
            - James S (DOJ): We can give them a demo and they will be given assignments/documents to review, so yes it will look similar to the QC phase

- <u>Q&A</u>

    - Luke C: how does ATI usually handle FPT correspondence?
        - Steven K (PCO): ATI usually handles FPT consultation by sending to the PTs for their response, but in this scenario, the process is still under discussion, update to come

    - How to handle speaking points? Draft/final version?
        - Steven K (PCO): reminder, we still don't accept drafts
        - Response: individual has final speaking points, but still not always what the minister actually says, does this qualify as a draft
            - Steven K (PCO): if you know they didn't actually say those speaking notes, then mark that as draft

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- Theodore: we are seeing a lot of back forth email banter, should we mark as irrelevant?
  - Steven K (PCO): Mark back and forth as draft, as long as there is a final version of the thread that captures the back and forth. Also, check relevancy and code banter as irrelevant if it isn't pertinent
  - James S (DOJ): Nuix will usually capture and remove irrelevant email exchange, should only see final pertinent emails

- Linda L: during "innocuous" emails, we should still look for Cabinet confidence
  - Steven K (PCO): correct, watch out for exchanges that may contain hidden Cabinet confidences, mark as Secret if it isn't related to Treasury Board Submissions (which are usually Pro B)

- Matthew E: how should we process emails or documents that implicate consulting firms?
  - Steven K (PCO): That is likely TP/CBI, if there are any methods or strategy, that could be CBI
  - Defer to Annie P (PSPC): depends on nature of document, if it has their methods and personal strategy, then it is CBI, but otherwise no. If you have concerns, contact Annie P and you can walk through it together
  - Make sure names and signature are not public info because personal info is redacted

- Questions in comments:
  - Issue with some people not being able to view these meeting chats may be an issue with the person not having received the original invite. Steven K to look into it further.

  - Marian C: "re highlight and then redaction colours - because the injurious to FPT relations remained purple does that mean the text will be released in the end (ie. not "blacked out'?)"
    - James S (DOJ): refer to the *Highlight Sample Explanation with Legend* document *[see below]* that is posted on the HESA Motion site. The reader will see that as a highlight, the FPT-International Injurious is dark purple (see "Highlight" column below). That is what someone would see in NUIX/Ringtail. However, when produced to the Law Clerk, the sensitive information that has been deemed "Injurious" will turn from a coloured highlight to a burned in black redaction (see "Highlight & Redaction" column below).
    - If the info is deemed not injurious it will remain as light purple

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Simmering, William

From: Cintrat, Jean
Sent: Tuesday, February 9, 2021 11:54 AM
To: Rivet, Raymond
Subject: new HESA Motion for prod of papers

Salut Raymond, pour ta gouverne. Nouveau développement dans le dossier de production de documents :

Mr. Barlow at HESA put the following motion on notice. The motion is anticipated to be debated as early as next week.

That the Chair of the committee write to the Law Clerk and Parliamentary Counsel inquiring on whether or not the contracts for Canada's seven vaccine agreements with suppliers have been provided to his office as part of the motion adopted on October 26, 2020 by the House of Commons.

Should the law clerk have copies of any of these documents, that the committee instruct the law clerk to prioritize the translation of these documents and that these documents be published as soon as possible in accordance with the parameters set out in the house motion.

If the law clerk does not have such documents, that the committee request from the government the contracts for Canada's seven vaccine agreements with suppliers be tabled with the committee, that the documents be vetted in accordance with the parameters set out in the house motion, and that the members of the Standing Committee on Health review these documents in camera.

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Simmering, William

From: Mulkins, Marta
Sent: Wednesday, February 10, 2021 12:12 PM
To: Saikaly, Jessica
Cc: Welbourne, Maia; Eid, Elisabeth; Bombardier, Manon (HC/SC); Gauthier, Jean-pierre (HC/SC); Brochet, Vanessa; Neilson, David; Cintrat, Jean; Jeffrey, Tamara
Subject: Background Information - FPT Process Discussion Meeting Preparation

Jessica,

For inclusion in the invitation for this afternoons FPT discussion please:

FPT Consultation for HESA Motion – 10 February 2021 Discussion

Background – The redaction process for the second phase of the Motion production will entail the consideration of documents containing FPT information. It is anticipated that a common approach to FPT consultation concerning the handling of sensitive information across all the departments implicated in the HAS Motion will be helpful in meeting the goal of consistent production of papers which have applied, to the degree possible, consistent handling of sensitive information.

The following are preliminary options as to how this could be achieved:

1. Provide PTs an opportunity to review and agree to the sharing of each document originating from them (through existing ATI networks);
2. Engage FPT (centrally – IGA – as well as at the portfolio level) to explain the Motion, our obligation and the process in place to review and protect where possible the information originating from PTs through a general, agreed upon approach;
3. Proceed and engage after the release, if required.

It may be necessary distinguish FPT documents the implicated departments produce from what was shared with the implicated departments by PTs.

The GoC produces a number of documents that are dependant on reports from PTs (for data in particular); PTs' data is carefully controlled and there may be risk in inadvertent disclosures.

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Simmering, William

From: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Sent: Wednesday, February 10, 2021 2:03 PM
Cc: Salem, Nicole (AADNC/AANDC); Low, Kimberley (HC/SC); Champagne, Genevieve (HC/SC); Henry, Kelsey (PHAC/ASPC); Hinds, Chris (HC/SC); Talbot, Jacques (PS/SP); Henrichon, Marie-Eve (HC/SC); Marcil, Chloe (PHAC/ASPC); Tong, Jeffrey (HC/SC); Ghadban, Billal (PHAC/ASPC); McLeod, Jordan (PHAC/ASPC); Lord, Linda (PHAC/ASPC); ROKSANA.STALINSKI@forces.gc.ca; Tran, Uyen (PHAC/ASPC); Mackinnon2, Michael (HC/SC); Ledrew, Beverly (PHAC/ASPC); Horne, Darren (PHAC/ASPC); Larin, Amy (PHAC/ASPC); Vadnais, Fabien (HC/SC); Contant, Joanne (AAFC/AAC); Mosley, Natalie (PHAC/ASPC); Perrault, Melissa (HC/SC); Hagenimana, Vital (HC/SC); Wood, Michelyn (PHAC/ASPC); Choe, Youngeun (HC/SC); Johnston2, Brent (PHAC/ASPC); Corona, Grace (HC/SC); Kuschak, Theodore (PHAC/ASPC); Birchard, Heather (HC/SC); Seegobin, Indra (HC/SC); Robertson, Catherine (PHAC/ASPC); Hall, Suzanne (PHAC/ASPC); Ha, Andrew (HC/SC); Tanguay, Florence (PHAC/ASPC); James2, Lisa (HC/SC); Roussy, Eve (PHAC/ASPC); Belanger, Henri; de Vlieger, Derek; Crawford, Claire (PHAC/ASPC)
Subject: RE: HESA COVID Motion Regular SME-QC reviewer call / Appel pour les EM/CQ du motion HESA COVID
Attachments: COVID Motion SME-QC Call - Thursdays Agenda.docx; Redaction Workflow ver 5.2.docx

Agenda and document to be presented by HC attached / *Horaire et document qui sera présenté par SC ci-joint.*

Steven Kasouf

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B: 613-960-4085
T: 613-960-4201

-----Original Appointment-----
From: Kasouf, Steven
Sent: January 13, 2021 10:17 PM
To: Kasouf, Steven; Stringham, James; eva.audy@canada.ca; irene.balite@canada.ca; sarah.biard-macneil@canada.ca; sean.collins@canada.ca; patrick.crosby@canada.ca; caroline.feggans@canada.ca; sacha.forstner@canada.ca; josh.keon@canada.ca; stephanie.lang@canada.ca; chantal.lavoie@canada.ca; cayley.nesrallah@canada.ca; louisa.pang@canada.ca; marie-elise.rancourt@canada.ca; mathew.sajkunovic@canada.ca; jesse.shuster-leibner@canada.ca; Filion, Marie-Claude; Laura.Riggs@international.gc.ca; Aube, Jean-Francois; Brochet, Vanessa; Day, Leslie; Delman, Annalee (HC); Harrington, Jason; leah.kelly@canada.ca; Marcoux, Fran (HC); Ndabihore, Ryssa; Sharzer, Melissa; Stalinski, Roksana; Sully, Charlotte; Szabados, Sherri; Talbot, Jacques (PSEPC - SPPCC); Trudel, Emilie; Maria.Krioutchkova@nrc-cnrc.gc.ca; Stephanie.Macleod@nrc-cnrc.gc.ca; kristina.andison@canada.ca; nicole.brown4@canada.ca; Andre.chartrand@canada.ca; martin.boileau@tpsgc-pwgsc.gc.ca;

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Dominique.Bouchard@tpsgc-pwgsc.gc.ca; Sophie.Doucet@tpsgc-pwgsc.gc.ca; Annie.Plouffe@tpsgc-pwgsc.gc.ca; Natalie.Acres@tbs-sct.gc.ca; kelly.acton@tbs-sct.gc.ca; Kevin.Adamsons@tbs-sct.gc.ca; Bois, Cleovany (TBS); Chantal.Clow@tbs-sct.gc.ca; Tyler.Cummings@tbs-sct.gc.ca; Julie.Edwards@tbs-sct.gc.ca; Grace, Elizabeth (TBS); David.Greenwood@tbs-sct.gc.ca; jordana.heaton@tbs-sct.gc.ca; Kristen.Khachan@tbs-sct.gc.ca; Little, Laura (TBS); Suzy.McDonald@tbs-sct.gc.ca; Anik.Meredith@tbs-sct.gc.ca; Ryssa.Ndabihore@tbs-sct.gc.ca; Catherine.Primeau@tbs-sct.gc.ca; caroline.sarazin-normand@tbs-sct.gc.ca; Mary.Simone@tbs-sct.gc.ca; Myrna.Teske@tbs-sct.gc.ca; Julie.Thorpe@tbs-sct.gc.ca; Lynne.Tomson@tbs-sct.gc.ca; darlene.anderson@tc.gc.ca; elise.hamelin-johnston@tc.gc.ca; julianne.kelly@tc.gc.ca; franco.sbarra@tc.gc.ca; Natasha.Bissonnette@nrc-cnrc.gc.ca; Angela.Chatterton@nrc-cnrc.gc.ca; mark.glendenning@canada.ca; Nishma.Kassam@nrc-cnrc.gc.ca; Rhonda.Kuolee@nrc-cnrc.gc.ca; Annapurni.Narayanan@nrc-cnrc.gc.ca; rione.novak@canada.ca; alexandrea.howard@canada.ca; Robinson, Jodi; Bouchard, Chantal; Melanson, Leigh; Babad, Luke; Lefebvre, Alexandre; Shi, Anke; Chiu, Marian; Furlong, Brenna; Lynch, Christina; Bassett, Kristen; Pike, Rachelle; Laghi, Brian; Butara, Frank; Marchington, Erin; Rajulu, Aruna; Busby, Jason; Bolyea, Paula; Coughlin, Tatianna; Jeffrey, Tamara; Mulkins, Marta; Rivet, Raymond; louise.stjames@canada.ca; alana.johnson@phac-aspc.gc.ca; tara-lynn.guenette@phac-aspc.gc.ca; vanessa.ta@phac-aspc.gc.ca; beverly.ledrew@phac-aspc.gc.ca; claire.crawford@phac-aspc.gc.ca; amy.larin@phac-aspc.gc.ca; kimberly.gagne@phac-aspc.gc.ca; linda.lord@phac-aspc.gc.ca; denise.graveltropper@phac-aspc.gc.ca; catherine.robertson@phac-aspc.gc.ca; eve.roussy@phac-aspc.gc.ca; claude.ouellette@phac-aspc.gc.ca; michelyn.wood@phac-aspc.gc.ca; jeff.crozier@phac-aspc.gc.ca; Cajka, Krista (HC); kelsey.henry@phac-aspc.gc.ca; billal.ghadban@phac-aspc.gc.ca; florence.tanguay@phac-aspc.gc.ca; alixanderia.clymans@phac-aspc.gc.ca; jordan.mcleod@phac-aspc.gc.ca; nicolas.palanque@phac-aspc.gc.ca; graeme.archibald@phac-aspc.gc.ca; suzanne.hall@phac-aspc.gc.ca; amanda.hayne-farrell@phac-aspc.gc.ca; darren.horne@phac-aspc.gc.ca; melissa.perrault@hc-sc.gc.ca; jason.andrus@hc-sc.gc.ca; amanda.cosgrove@hc-sc.gc.ca; indra.seegobin@hc-sc.gc.ca; meagan.oakley@hc-sc.gc.ca; eric.larson@hc-sc.gc.ca; hollie.mclean@hc-sc.gc.ca; heather.birchard@hc-sc.gc.ca; genevieve.champagne@hc-sc.gc.ca; erika.adams@hc-sc.gc.ca; Caitlin.Gillespie@hc-sc.gc.ca; jan.fix@hc-sc.gc.ca; kimberley.low@hc-sc.gc.ca; michael.mackinnon@hc-sc.gc.ca; matthew.elliott@hc-sc.gc.ca; gary.rostoker@hc-sc.gc.ca; jonathan.mahdi@hc-sc.gc.ca; ronald.denault@hc-sc.gc.ca; jenny.mclaughlin@hc-sc.gc.ca; karenj.martin@canada.ca; joseph.prokipcak@hc-sc.gc.ca; jeffrey.tong@hc-sc.gc.ca; victoria.johnston@hc-sc.gc.ca; tanya.bialek@hc-sc.gc.ca; lisa.marinelli@hc-sc.gc.ca; sharla.beddome@phac-aspc.gc.ca; luisa.carter@phac-aspc.gc.ca; luke.carter@hc-sc.gc.ca; youngeun.choe@hc-sc.gc.ca; maria.coady@hc-sc.gc.ca; grace.corona@hc-sc.gc.ca; erika.demaine@hc-sc.gc.ca; darrin.denne@hc-sc.gc.ca; helen.el-koura@hc-sc.gc.ca; benjamin.gallant@hc-sc.gc.ca; andrew.ha@hc-sc.gc.ca; vital.hagenimana@hc-sc.gc.ca; katherine.hanson@hc-sc.gc.ca; chris.hinds@hc-sc.gc.ca; lisa.james@hc-sc.gc.ca; brent.johnston@phac-aspc.gc.ca; theodore.kuschak@phac-aspc.gc.ca; catherine.lamarre@phac-aspc.gc.ca; xavier.liebenlouis@phac-aspc.gc.ca; natalie.mosley@phac-aspc.gc.ca; louise.payette@hc-sc.gc.ca; kim.stilwell@phac-aspc.gc.ca; uyen.tran@phac-aspc.gc.ca; tinam.wang@canada.ca; amy.yu@hc-sc.gc.ca; steve.joanisse@canada.ca; sylvie.beauvais@canada.ca; eric.bourbonnais@canada.ca; stephanie.burnettlandry@canada.ca; dominy.homan@canada.ca; johanne.leclerc@canada.ca; ana.maia@canada.ca; caroline.menard@canada.ca; chris.parsons@canada.ca; trevor.cunningham@canada.ca; sashsha.rusenstrom@canada.ca; tania.vervloet@canada.ca; Guillaume.Benoit-Gagne@ecn.forces.gc.ca; Deirdra.finn@ecn.forces.gc.ca; MICHAEL.VERSTAPPEN@ecn.forces.gc.ca; 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francis.desabraisboyer@canada.ca; Moreau-Tremblay, Christine (CCLU.GJCC); Désilets, Virginie; Pozzolo, Irene; Schmiedendorf, Carling; Shelby.Thaler@justice.gc.ca; Caldwell, Chelsea; minoo.henry@canada.ca

Cc: Salem, Nicole (AADNC/AANDC); Low, Kimberley (HC/SC); Champagne, Genevieve (HC/SC); Henry, Kelsey (PHAC/ASPC); Hinds, Chris (HC/SC); Talbot, Jacques (PS/SP); Henrichon, Marie-Eve (HC/SC); Marcil, Chloe (PHAC/ASPC); Tong, Jeffrey (HC/SC); Ghadban, Billal (PHAC/ASPC); McLeod, Jordan (PHAC/ASPC); Lord, Linda (PHAC/ASPC);

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Subject: HESA COVID Motion Regular SME-QC reviewer call / Appel pour les EM/CQ du motion HESA COVID
When: February 11, 2021 10:00 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).
Where: Microsoft Teams Meeting

Updating invite list in hopes that the meeting chat will be available to all

Agenda will be added as required. If there is anyone missing from this distribution list, please let me know and I will add them and update the list. Thanks. / *L'horaire sera ajouté si necessaire. S'il y a quelqu'un qui manque de cette liste de distribution veuillez me le faire savoir et je vais l'ajouter et mettre à jour la liste. Merci.*

Microsoft Teams meeting

s.16(2)

Join on your computer or mobile app
Click here to join the meeting

Or call in (audio only)
[redacted] Canada, Ottawa-Hull
Phone Conference ID: [redacted]
Find a local number | Reset PIN

Learn More | Meeting options

Steven Kasouf

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C – [redacted]

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COVID Motion SME/QC Agenda / Motion COVID EM/CQ Ordre du jour

Thursday, February 11, 2021 / le jeudi 11 février 2021

Item	Subject	Lead
1	Introduction	PCO – Steven Kasouf
2	Key contacts / *contacts clés:* James Stringham (DOJ) – Ringtail/ NUIX Annie Plouffe (PSPC) – CBI COVID Motion Leads (see Annex A) Steven Kasouf (PCO) – Coordination of regular SME/QC calls	PCO – Steven Kasouf
3	Recap of previous meeting	PCO – Steven Kasouf
4	OGD and IET presentation	HC – Jean-pierre Gauthier
5	Internal consultations	Open discussion
6	Selection of Motion Paragraph	PCO – Steven Kasouf
7	Q & A	All
8	Closing remarks, next meeting	PCO – Steven Kasouf

ANNEX A

Department	**Contact**
PCO – Privy Council Office	Tamara Jeffrey Email: tamara.jeffrey@pco-bcp.gc.ca Phone : 613-314-0542
HC - Health Canada	Laurent Gémar Email: **laurent.gemar@canada.ca** Cell 613-219-7802
CBSA - Canadian Board Service Agency	Joseph (Yves) Lessard Email: **Joseph.lessard@cbsa-asfc.gc.ca** Note: CBSA only had one document which has been pushed through and approved so they are not reviewing in the database. **No need to send updates.**
DND - Department of National Defence	Christine Moore Email: **CHRISTINE.MOORE@forces.gc.ca**
FINANCE - Department of Finance Canada)	Chantel Lavoie

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COVID Motion SME/QC Agenda / Motion COVID EM/CQ Ordre du jour

Thursday, February 11, 2021 / le jeudi 11 février 2021

	Email: **chantal.lavoie@canada.ca**
GAC - Global Affairs Canada	Laura Riggs Email: **Laura.Riggs@international.gc.ca**
IRCC - Immigration, Refugees and Citizenship Canada	Marc-Andre Bernard Email: **Marc-Andre.Bernard@cic.gc.ca**
ISC - Indigenous Services Canada	Salem, Nicole Email: **nicole.salem@canada.ca**
ISED - Innovation, Science and Economic Development Canada	Catherine Néron Email: **catherine.neron@canada.ca**
JUS - Department of Justice	Lise Léon Email: **lise.leon@justice.gc.ca**
NRC - National Research Council	Maria Krioutchkova Email: **maria.krioutchkova@nrc-cnrc.gc.ca**
PS - Public Safety Canada	Susan Nadon Email: **susan.nadon@canada.ca**
PSPC - Public Service and Procurement Canada	Benjamin Woodman Email: **Benjamin.Woodman@tpsgc-pwgsc.gc.ca**
TBS - Treasury Board of Canada Secretariat	Irene Tsompanellisa Email: **Irene.Tsompanellis@tbs-sct.gc.ca** Also please cc Natalie Acres **Natalie.Acres@tbs-sct.gc.ca**
TC - Transport Canada	Justin Bernard Email: **Justin.Bernard@tc.gc.ca**

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COVID Motion
Second Round of Review to Highlight Sensitive Information

I. Assignments

- Assignments are prepared by DOJ, organized by Branch, and provided to Redactors

Training is provided on:
- Identifying Sensitive Information (HC, ATIP office)
- Ringtail, including redaction (DOJ)

II. Initial assessment of the document

A. Redactor confirms document is within scope

1. Redactor checks for irrelevant documents
   - Verifies the date of the document
   - Draft document
   - Duplicates
   - Relevancy
2. Request OGD Consultation for documents where your branch is not the owner/originator

B. Redactor confirms document is coded to the right Motion paragraph

C. Redactor confirms that the document is not secret or top secret

1. Secret documents (e.g. Cabinet Confidence) will be transferred to the secret collection in Ringtail

D. Redactor confirms the document has sensitive information that needs to be highlighted for redaction

1. Confirm that Confidential Business Information (CBI) is coded so that the document will be set aside in the database by DOJ

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III. Highlight Review – Redaction

Experts within the portfolio are available to provide support to redactors and QaQc Reviewers regarding identifying sensitive information:

- General: ATIP Directorate, CSB
- FPT Affairs: SPB and SPPB
- International Affairs: OIA

[redacted] s.23

The Privy Council Office is coordinating an Interdepartmental Reviewers Forum that will meet initially Mondays and Thursdays to discuss issues and to provide guidance.

A record will be maintained by PCO with the guidance provided on next steps and answers provided. This is posted to the HESA Covid Motion site (maintained by DOJ).

The Health Portfolio Motion Lead Team will coordinate a weekly meeting with Reviewers and working meeting of the Injury Evaluation Team to discuss issues and to provide direction.

Portfolio Experts will participate.

Outcomes of the Portfolio meeting discussion will be reported back to the Interdepartmental Reviewers Forum meetings.

The Health Portfolio Motion Lead Team will evergreen the Q&As as reference document for Redactors and QaQc Reviewers.

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A. Redactor applies highlights to part(s) of document that contain sensitive information
   1. Cabinet Confidence
   2. Solicitor-Client and Litigation Privilege
   3. National Security
   4. Advice
   5. Federal-Provincial-Territorial-International Affairs
   6. Personal Information
   7. Irrelevant portion
   8. Third-Party Information

B. Redactor identifies documents that contain Cabinet Confidences or Solicitor-Client and Litigation Privilege that require complete redaction (i.e. To Be Withheld)

C. Redactors include comments, in the form of notes in Ringtail, for the QaQc reviewer relating to their reasoning for the sensitivities identified in the document

IV. Highlight Review – QaQc

- Assignments are prepared by Branch for QaQc Reviewers [TBC]
- Related documents (a.k.a. families) are available in Ringtail for context
- Special Assignments are created for FPT meetings and assigned to PHAC and HC for review by FPT experts. (see Annex A)
- [redacted] s.23

A. QaQc Reviewers review highlighting applied by Redactors and make any necessary adjustments, including identifying any additional highlights required
   1. Verify text included in highlights and not highlighted
   2. Confirm category of sensitive information applicable

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V. Highlight Review – Injury Evaluation

- Assignments are prepared by Branch or by Concept Clustering (TBC)
- Related documents (a.k.a. families) are available in Ringtail for context

The Injury Evaluation Team is composed of officials of the Health portfolio who are experts on a subject related to the various sensitive information categories:

- General: ATIP Directorate, CSB
- FPT Affairs: SPB and SPPB
- International Affairs: OIA

Terms of references are attached as Annex B.

A. The Injury Evaluation Team determines whether the potential injury associated with some sensitive information categories is "injurious"
   1. National Security
   2. Advice
   3. Federal-Provincial-Territorial - International
   4. Irrelevant Portion
   5. Third-Party Information (TBD)

B. For additional guidance on considerations for injury evaluation, please see Annex C

VI. Other Government Department (OGD) Consultation

A. Submitting documents to OGD for input into the proposed redaction highlights to documents originating from the OGD
   1. Consultations are managed by the QaQc Reviewer on file in Ringtail for the document concerned
   2. The QaQc Reviewer submit documents to the OGD for their review:
      a. The entire document is sent for consultation without highlighting or comments from PHAC/HC
         - The document is sent *pro forma* from the Redactor to the QaQc Reviewer, from the QaQc Reviewer to the Inury Evaluation Team, if applicable, and from there to OGD Consultation

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   b. Once the approved OGD content is returned, the document is submitted for review and approval to the ADM/VP and to the DMs or President, as applicable
   c. The document is released after final approval
3. Consultations are recorded in Ringtail with responses provided

B. Submitting documents to OGD for input into the proposed redaction highlights to documents combining content from the OGD and the custodian Department

1. Consultations are managed by the QaQc Reviewer on file in Ringtail for the document concerned
2. The QaQC Reviewer will submit documents to the OGD for their review:
   a. The content in the document that originates from PHAC/HC is:
      - Highlighted for sensitivities as necessary;
      - Reviewed in QaQc and Injury Evaluation, if required;
      - Reviewed and approved by the ADM/VP;
      - Reviewed by DM/P;
      - Sent for OGD review of the content that originates outside of the portfolio at the Head of Agency level; and
      - Once the approved OGD content is returned, the document is submitted for final approval by the DM/P and the document is released.
3. Consultations are recorded in Ringtail with responses provided

C. Consultation of HC/PHAC by an OGD for input in their proposed redaction highlights

1. Consultations by OGD are managed by the Motion Team Lead
2. The Motion Team Lead works with DOJ to identify the version of the document that has been reviewed and approved by the Health Portfolio and submits that version back to the OGD
3. If the document has not been previously reviewed and approved within the Health Portfolio, the Motion Lead Team would hold onto the OGD consultation request until the record has been approved.
4. The Health Portfolio input being sent to the OGD is approved by the DM or President (i.e. final approval)
5. The Motion Team Lead provides the input to the OGD on behalf of the Health Portfolio as diligently as possible

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VII. Transfer to ADM/VPs for review

- Documents for review included only with related documents (a.k.a. families)
- ADM changes and approval need to be inputted in Ringtail
- The transfer can take place either through assignment in Ringtail (Option 1 and 2 below) or through an MS Excel spreadsheet with embedded .pdf files (Option 3 below)

A. Option 1: ADMs and VPs conduct their review and record their decisions directly in Ringtail

1. Requires that ADMs/VPs get a Cryptocard and access to ringtail

B. Option 2: ADMs and VPs conduct their review and record their decisions in Ringtail through a ghost in real time

1. Requires that the "ghost" has access to Ringtail

C. Option 3: Through Packages and Excel spreadsheet trackers

- ADM changes and approval need to be inputted in Ringtail by an accredited user in differed time
- Assignments will be transferred from DOJ to IMSD. A package will then be prepared by the Motion Lead Team and sent for ADM/VP review

1. ADMs and VPs work on-screen with PDF to make changes and comments in Foxit
2. ADMs and VPs work on printed copy of the documents
3. ADMs and VPs prepare bullet-form instructions to make his/her changes

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VIII. Assistant Deputy Ministers and Vice-Presidents Review and Approval

- Assignments are prepared by Branch for ADMS and VPs
- Related documents (a.k.a. families) will be made available for context

A. ADMs and VPs review the highlights applied to approve the text to be included

B. ADMs and VPs review the highlights applied to approve the category (or categories) of sensitive information applicable

C. ADMs and VPs review the Injury Evaluation to approve whether or not the potential injury is serious, where applicable

1. If ADMS do not have access to Ringtail, a member of their staff will be assigned to enter their changes and approval in the system.

D. The Motion Lead Team (MLT) will provide ADMs and VPs with a content and sensitivities template that will be used to prepare an executive summary for the DHs and be provided to Coms as a flag for media sensitivities

1. The MLT is responsible for preparing the executive summary for the Deputy Minister
2. SPPB is responsible for preparing the executive summary for the President and shares a copy with the MLT

IX. Transfer to DHs for review

- Documents for review included only with related documents (a.k.a. families)

A. Highlighted documents for DMs and President review and approval will be provided by MS Excel spreadsheet with embedded .pdf files.

X. Deputy Ministers and the President Review and Approval

- Related documents (a.k.a. families) can be reviewed for context

A. DMs review and approval will be conducted on hardcopies

1. An experienced Ringtail user will reflect the changes requested and decisions in Ringtail

B. President review and approval will be conducted on hardcopies

1. An experienced Ringtail user will reflect the changes requested and decisions in Ringtail

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2. The Office of the President will work with Foxit to prepare the documents for the President review and approval

a) Printing of documents will be selective

C. DMs and the President review the highlights applied to make the final decision on the text to be included

D. DMs and the President review the highlights applied to make the final decision on the category (or categories) of sensitive information applicable

E. DMs and the President review the Injury Evaluation to make the final decision whether or not the potential injury is serious, where applicable

F. All final decisions are transferred back into Ringtail by the designated Ringtail user

G. Motion Team Lead will share the outcome of the Associate DM/DM and President review and approval with the responsible ADMs / VPs for their information

XI. Transfer to DoJ

A. No formal transfer to DoJ will be required as approvals and decisions will be captured directly in Ringtail

1. Pursuant to a release date established by PCO, DoJ will extract directly from Ringtail highlighted documents approved by DMs and the President.

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COVID Motion – F/P/T approach to redaction

FPT documents have been identified in the Ringtail database and set aside using a series of key terms:

- Conference of Deputy Ministers of Health (CDHM)
- Council of Chief Medical Officers of Health
- Health Ministers Meeting (HMM)
- Special Advisory Committee (SAC)
- Technical Advisory Committee (TAC)
- Logistics Advisory Committee (LAC)
- Public Health Working Group on Remote and Isolated Communities
- Federal/Provincial/Territorial; F/P/T or FPT

Workflow:
To facilitate review, e-mails and attachments will be grouped together as much as possible. Chains of similar e-mails (e.g., families) will be reviewed together at the QaQc level to further enhance consistency.

PHAC has designated two FTE experts that will be in charge of both reviewing and validating (QaQc) the redaction of all documents with FPT related information within the agency.

At HC, special assignments with FPT documents have been created within each branches. The Federal-Provincial-Territorial Relations Division will provide ongoing support to Redactors and QaQc reviewers while also playing a key role in the Injury Evaluation Team, reviewing the work done on FPT documents across the Department.

The Covid Motion lead will continue to update Q&As to document the redaction approach for FPT information.

Timeline and coordination:
The Motion Team Lead will organise an initial meeting between PHAC FPT experts and the HC FPT Relations Division to discuss the redaction approach for the Agency and the Department. Other coordination meetings will be organised as the work progresses, especially at the occasion of the QaQc review and of the Injury Evaluation stage. These meetings will provide opportunities to share the outcome of the redaction exercise at that time.

PHAC two Redactors/QaQc Reviewers will begin the review to highlight sensitive information in the documents included in the special FPT assignment prepared for PHAC the week of 25 January.
HC Branches will be asked to prioritize document with FPT information to roughly match progress with what is expected from the centralized approach at PHAC. This should facilitate coordination and foster consistency.

Q&As will be updated regularly by the Motion Lead Team on what information is to be redacted in documents pertaining to FPT affairs as review progresses, to ensure consistency.

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Terms of Reference - DRAFT

Health Portfolio Injury Evaluation Team

1. Mission statement

a. To effectively support the Health Portfolio response to the Motion adopted by the House of Communes on 26 October 2020 ordering the Government to provide documents on the management of the COVID-19 pandemic (the Motion).

2. Mandate of the Team

a. To provide as many responsive documents to the Law Clerk as possible.
b. To determine the potential level of injury to the Government of Canada by making public sensitive information relating to National Security, Advice, Federal-Provincial-Territorial-International Affairs, irrelevant information embedded in responsive documents and third-party information.
c. To conduct the injury evaluation quickly and effectively.
d. To respect the obligations of the Government of Canada to protect sensitive information, where applicable.

3. Composition

Membership on the Team include:

a. The Director General of the Health Portfolio Motion Lead Team
b. The Director of the ATIP Directorate or her representative
c. Subject Matter Experts:
    - International Issues - Nathalie Schjott (Office of International Affairs)
    - FPT relations:
        a. Luke Carter and Jeffrey Tong (HC-SPB)
        b. PHAC- SPPB (TBC)

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4. Role of Team members

a. The Director General of the Motion Lead team:
    i. Organizes coordination meetings of the Team to review the trends and issues related to the Subject Matter Experts findings while assessing the seriousness of the injury by making some sensitive information public;
    ii. Encourages best practices and consistency; and
    iii. Documents consensus in the Q&A reference document.
b. The ATIP Directorate representative:
    i. Support Team Subject Matter Experts while conducting assessments;
    ii. Relays complex questions pertaining to the Legal Team, when applicable.
c. The roles and responsibilities of the Subject Matter Experts is to review highlights in documents that have been confirmed by the QaQc team to have sensitive information relating to National Security, Advice, Federal-Provincial-Territorial-International Affairs, irrelevant information embedded in responsive documents and third-party information and to assess the seriousness of the injury to the Government of Canada should the information become public.
d. Subject Matter Experts may consult OGD experts as necessary to provide a recommendation.
e. Subject Matter Experts will also support the discussion of the Team at coordination meetings and interdepartmental QC meetings and will provide recommendation pertaining to their area of expertise on whether there is potential injury.

5. Meetings

a. The Team will meet once a week starting in February 2020.
b. The frequency of meetings will be periodically re-examined to ensure best use of Team members' time.
c. The meetings will be held virtually.
d. In order for a meeting to take place, there is no quorum requirement.

6. Topics of discussion

a. The Team meetings will follow a flexible agenda to foster discussion and consensus building;
b. Any member of the Team can submit relevant topics for discussion;
c. The discussion will include exchange on complex issues encountered by the Subject Matter Experts while conducting their assessment;
d. The discussion will also include any process issues.

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7. Secretariat

a. The Director General of the Health Portfolio Motion Lead Team and his Motion Lead Team will provide secretariat services for the Team, performing functions such as:
    i. Maintaining membership lists and coordinates of each member;
    ii. Circulating agendas and documentation to Team members; and
    iii. Organizing all logistics for Team meetings
    iv. Coordinating with DoJ to ensure files are assigned to the relevant experts for review (e.g., grouped by area of expertise).
b. The Director General of the Health Portfolio Motion Lead Team and his Motion Lead Team will update the Q&A reference document to incorporate the conclusions of the Team's discussion.

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Response to the COVID Motion of the H of C

Redaction process – Injury Evaluation Test

Introduction

This guide is an aid for the evaluation of injury for records responsive to the motion adopted by the House of Commons on October 26, 2020. This evaluation is conducted by subject matter experts as part of the Injury Evaluation Team.

The role of the Injury Evaluation Team is to determine whether the release of sensitive information for the following categories is considered to be "injurious":

2. National Security
3. Advice
4. Federal-Provincial-Territorial - International
5. Irrelevant Portion
6. Third-Party Information

Records responsive to the motion are highlighted for sensitive information by Redactors. The QAQC team reviews these highlights and make adjustments as necessary to identify sensitive information. Records would then proceed to the Injury Evaluation Team members for their review and advice with respect to the impact of releasing the sensitive information in the public domain.

The question is to determine whether or not the Government of Canada would suffer injurious consequence by the release of a specific piece of sensitive information. Members of the Injury Evaluation team are expected to be able to explain the conclusion of their review. They are providing their best advice using the expertise and knowledge of the Health Canada Portfolio business. They can consult the ATIP Directorate for guidance and discuss difficult cases at the Injury Evaluation Team meetings with their colleagues and other government department experts as required.

Considerations are provided below to assist in this review and to ensure that the exclusion of a record (in whole or in part) based on injury is being done on an objective and consistent basis.

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General considerations for all categories

- If this information were to be disclosed, what is the injury?
- Is the injury current, specific and probable?
    - Current – is the injury expected to happen within the next 3-6 months?
    - Specific – is the injury clearly defined?
    - Probable – is the injury reasonably expected to happen from an objective perspective?

National Security

- Considerations
    - Was the information received in confidence?
    - Has the information been made public?
    - Would the release of the information be injurious to national security?
    - Does the content warrant using the discretion to protect?
    - Pieces of information alone may not be injurious, but added together, they may uncover serious information and thus need to be protected (Mosaic Effect)

Advice

- Considerations
    - Is the information very sensitive?
    - Is there significant harm in releasing the information? If so, what is the harm?
    - Does the harm outweigh the public interest in disclosing the information to Parliament?
    - Is the advice part of an ongoing issue, or have final decisions been made?
    - If options were given, and one ultimately chosen, is there a harm in revealing what the other options were at the time?

FPT relations

- Considerations
    - Was the information received in confidence?
    - Has the information been made public?
    - Would the release of the information injure federal-provincial affairs, or the public interest more generally?
    - Does the record reflect tactics or strategies for federal-provincial affairs?
    - Would the release of the information be injurious to federal-provincial consultations or deliberations?
    - Does the content otherwise warrant using the discretion to protect?
    - What is the context around the situation?
    - How do you believe it would impact FPT or international affairs, what in your opinion is the concern about the harm of disclosure of this records?

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International Relations

- Considerations
  - Was the information received in confidence?
  - Has the information been made public?
  - Does the record reflect positions or strategies for international negotiations?
  - Would the release of the information be injurious to international relations?
  - Is the record diplomatic correspondence?
  - Does the content warrant using the discretion to protect?
  - Pieces of information alone may not be injurious, but added together, they may uncover serious information and thus need to be protected (Mosaic Effect)

Irrelevant Portion

- Considerations
  - Is the information very sensitive?
  - Is there significant harm in releasing the information?
  - Was the information received in confidence?
  - Has the information been made public?

Third-Party Information

- Considerations
  - Is the information kept confidential by both parties?
  - Is there an expectation by the third party that the GOC would keep the information confidential?
  - Would the disclosure cause the third party injury to their competitive position or their ability to enter into negotiations?
  - Is there public interest in disclosing the information that outweighs the anticipated harm?

Pages 1379 to / à 1380

are duplicates

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Simmering, William

From: Kasouf, Steven
Sent: Thursday, February 11, 2021 3:24 PM
Cc: 'Salem, Nicole (AADNC/AANDC)'; 'Low, Kimberley (HC/SC)'; 'Champagne, Genevieve (HC/SC)'; 'Henry, Kelsey (PHAC/ASPC)'; 'Hinds, Chris (HC/SC)'; 'Talbot, Jacques (PS/SP)'; 'Henrichon, Marie-Eve (HC/SC)'; 'Marcil, Chloe (PHAC/ASPC)'; 'Tong, Jeffrey (HC/SC)'; 'Ghadban, Billal (PHAC/ASPC)'; 'McLeod, Jordan (PHAC/ASPC)'; 'Lord, Linda (PHAC/ASPC)'; 'ROKSANA.STALINSKI@forces.gc.ca'; 'Tran, Uyen (PHAC/ASPC)'; 'Mackinnon2, Michael (HC/SC)'; 'Ledrew, Beverly (PHAC/ASPC)'; 'Horne, Darren (PHAC/ASPC)'; 'Larin, Amy (PHAC/ASPC)'; 'Vadnais, Fabien (HC/SC)'; 'Contant, Joanne (AAFC/AAC)'; 'Mosley, Natalie (PHAC/ASPC)'; 'Perrault, Melissa (HC/SC)'; 'Hagenimana, Vital (HC/SC)'; 'Wood, Michelyn (PHAC/ASPC)'; 'Choe, Youngeun (HC/SC)'; 'Johnston2, Brent (PHAC/ASPC)'; 'Corona, Grace (HC/SC)'; 'Kuschak, Theodore (PHAC/ASPC)'; 'Birchard, Heather (HC/SC)'; 'Seegobin, Indra (HC/SC)'; 'Robertson, Catherine (PHAC/ASPC)'; 'Hall, Suzanne (PHAC/ASPC)'; 'Ha, Andrew (HC/SC)'; 'Tanguay, Florence (PHAC/ASPC)'; 'James2, Lisa (HC/SC)'; 'Roussy, Eve (PHAC/ASPC)'; 'Belanger, Henri'; 'de Vlieger, Derek'; 'Crawford, Claire (PHAC/ASPC)'
Subject: HESA COVID Motion Regular SME-QC reviewer call / Appel pour les EM/CQ du motion HESA COVID

s.15(1)
s.16(2)

Hello – it was missed in the discussion today so I am taking this opportunity to inform you now (in the event there are people currently reviewing for documents requiring highlights, etc.) that any email addresses with [redacted] should be flagged as "highlights required" if you are still in the binary review for documents to be fully released, or as "National Security" if in the highlighting phase of the motion review. There is legislation to support this (*Canadian Security Intelligence Service Act*) so please ensure to highlight any instances of CSIS names/email addresses that show up in the documents you are reviewing.

Bonjour - il a été manqué dans la discussion d'aujourd'hui, donc je profite de cette occasion pour vous informer maintenant (dans le cas où des personnes examinent actuellement les information dans les documents qui ont besoin d'être protégés , etc.) que toute adresse e-mail avec [redacted] doit être marqué comme «highlights required» si vous êtes toujours dans l'examen binaire pour que les documents soient entièrement publiés, ou comme «Sécurité nationale» si dans la phase de mise en évidence de l'examen de motion. Il existe une loi à l'appui (*Loi sur le Service canadien du renseignement de sécurité*), alors assurez-vous de mettre en évidence tous les exemples de noms / adresses électroniques du SCRS qui apparaissent dans les documents que vous consultez.

Thank you / Merci

Steven Kasouf

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Privy Council Office / Government of Canada
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Fax: 613-960-4201
steven.kasouf@pco-bcp.gc.ca

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Télécopieur: 613-960-4201
steven.kasouf@pco-bcp.gc.ca

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Simmering, William

From: Stringham, James <James.Stringham@justice.gc.ca>
Sent: Thursday, February 11, 2021 8:46 AM
To: Mulkins, Marta; Kasouf, Steven
Cc: Cintrat, Jean; Jeffrey, Tamara; Brochet, Vanessa; JUS.L OTT EvMT Hesa Support OTT L.JUS; Gauthier, Jean-pierre (HC/SC)
Subject: RE: PCO-DOJ Covid Coord Meeting 27 Jan

Can I add a gloss over the several layers of gloss already provided?

There are two situations, to my mind, when consulting OGDs on documents:

1) Consultation on a document that wholly originates from the OGD. The Custodian department expects the OGD will do all highlighting necessary, and the Custodian will pass the document through its review process (SME, QC) so that it gets to the OGD virtually untouched. Once the OGD has completed its review, the document comes back to the Custodian department for final approval by ADM/DM. The tracking metadata will show the Custodian ADM/DM that the OGD has been consulted.
2) Consultation on a document that is a mix of content from the Custodian and OGD. In that event, the Custodian SME, QC and, if applicable, IET, highlights the document to reflect their best understanding of what should be highlighted. The document then goes to the OGD for further review, and the OGD adds highlights they believe are necessary. If the OGD has a difference of view with the Custodian over proposed highlighting, they "get on the phone" to discuss. Once the OGD review is done, the document comes back to the Custodian department for ADM/DM review.

In situation 1), you seem to assume that the OGD will already have the document in its own collection. It may, or may not, depending on the thoroughness of the document collection effort. If the *exact duplicate* is in the OGD collection, we can detect that and propagate the OGD's coding to any duplicates in other departmental collections that have been sent for OGD consultation. Otherwise, we will find the duplicate when we do our collision analysis. That is also true of near duplicates that may occur between departments – we would only detect those in the collision analysis.

I hope this helps.

James

From: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Sent: February-10-21 6:12 PM
To: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Stringham, James <James.Stringham@justice.gc.ca>; Brochet, Vanessa (IAAC) <vanessa.brochet@pco-bcp.gc.ca>
Subject: RE: PCO-DOJ Covid Coord Meeting 27 Jan

Steven – with slight nuance to follow up – pertaining to the PCO daily briefs in particular – in the case where other departments had provided content, they may be best positioned to advise on redactions; in this case suggest we revert to 'pick up the phone with each other' to come to consensus, notwithstanding PCO being the originator of the document overall.

From: Mulkins, Marta
Sent: Tuesday, February 9, 2021 9:08 PM
To: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Stringham,

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James <James.Stringham@justice.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Eid, Elisabeth <Elisabeth.Eid@justice.gc.ca>; Kaing, Dany <Dany.Kaing@pco-bcp.gc.ca>
Subject: RE: PCO-DOJ Covid Coord Meeting 27 Jan

Sorry Steven this one fell through the cracks.

Typically the originating department will determine how to redact their own document; other departments with that same document would refer it to the originator for them to have the 'first crack' at the redaction.

In my understanding, and in the processes that JUS has established for OGD consultations in NUIX, every other department would then apply the same redactions as determined by the originator. If any other department wishes to add or interpret something differently, the OGD consultation process – either a discussion through the QC forum or by picking up the phone - would allow the departments to come to a common agreement on how to proceed.

So while each department will indeed submit their own copy of the commonly shared document, there will be consistent redaction across all the departments' submissions of it.

I would ask either James or Vanessa to correct any detail I may have misinterpreted.

Thanks for this Steven; we understand the QC Forum will also soon initiate the discussion about the IET design and processes (led by HC), as well as the OGD process itself in more detail, which is terrific. Your forum really is the place where a lot of these processes will be debated, established and shared – please let us know what the final consensus is and we will share more broadly in the other coord calls we convene at different levels.

Thanks!

From: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Sent: Tuesday, February 9, 2021 7:06 PM
To: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Eid, Elisabeth <Elisabeth.Eid@justice.gc.ca>; Stringham, James <James.Stringham@justice.gc.ca>; Kaing, Dany <Dany.Kaing@pco-bcp.gc.ca>; MARTA.MULKINS2@forces.gc.ca
Cc: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Subject: FW: PCO-DOJ Covid Coord Meeting 27 Jan

Hi everyone,

Just following up on my email below regarding the COVID morning/daily briefs to see if we have any advice on this matter. I am hoping to respond to the SME-QC call either this week or next week if possible.

Thanks

Steven Kasouf

Deputy Director, Access to Information and Privacy
Privy Council Office / Government of Canada
steven.kasouf@pco-bcp.gc.ca
O: 613-960-4085
F: 613-960-4201

Directeur adjoint, Accès à l'information et la protection des renseignements personnels

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Bureau du Conseil privé / Gouvernement du Canada
steven.kasouf@pco-bcp.gc.ca
B: 613-960-4085
T: 613-960-4201

From: Kasouf, Steven
Sent: January 28, 2021 12:29 PM
To: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Eid, Elisabeth <Elisabeth.Eid@justice.gc.ca>; Stringham, James <James.Stringham@justice.gc.ca>; Kaing, Dany <Dany.Kaing@pco-bcp.gc.ca>; MARTA.MULKINS2@forces.gc.ca
Subject: RE: PCO-DOJ Covid Coord Meeting 27 Jan

Hi Marta,

A question came up at the QC forum today about the COVID Daily (or Morning) Briefs that PCO sends out. Other departments have these and have asked if they should be consulting PCO on the release of them or marking them as duplicates since PCO is likely to have them all and can provide them for the motion. James had responded saying the motion is for all departments to provide what they have on the matter rather than all of government (the latter implying we could duplicate these other records if we are responding as a whole of government). Can we confirm this response in that OGDs should provide what they have even if PCO, for example, would have the same documents and that they should consult PCO on these records? This could cause a lot of duplicated records for PCO to review if that is the case. Or is it better to advise that those documents can be released in full (if that is the case) and thus eliminate those records being sent to PCO for consultation. I appreciate any feedback on this matter to be communicated to the QC forum.

Thanks

Steven Kasouf

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steven.kasouf@pco-bcp.gc.ca

From: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Sent: Thursday, January 28, 2021 10:05 AM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Eid, Elisabeth <Elisabeth.Eid@justice.gc.ca>; Stringham, James <James.Stringham@justice.gc.ca>; Kaing, Dany <Dany.Kaing@pco-bcp.gc.ca>; MARTA.MULKINS2@forces.gc.ca; Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Subject: RE: PCO-DOJ Covid Coord Meeting 27 Jan

Colleagues – noting we will not have a meeting tomorrow, and that we are about to have the Interdepartmental Cood this afternoon, do we have any agenda items for discussion today?

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From: Mulkins, Marta
Sent: Wednesday, January 27, 2021 9:17 AM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; 'Eid, Elisabeth' <Elisabeth.Eid@justice.gc.ca>; 'Stringham, James' <James.Stringham@justice.gc.ca>; Kaing, Dany <Dany.Kaing@pco-bcp.gc.ca>; 'MARTA.MULKINS2@forces.gc.ca' <MARTA.MULKINS2@forces.gc.ca>; Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Subject: PCO-DOJ Covid Coord Meeting 27 Jan

Colleagues I propose today to focus upon the agenda for tomorrow's ADM-Dir levels Interdepartmental Coord Meeting. Maia will leave it to me to chair and many of you will likely be able to speak to specific issues.

We had a discussion yesterday on a slimmer version but this breaks out some of the detail within 'PCO Overview' and introduces DoJ's issues as well.

For discussion / debate today.

ADM Coord Agenda for this week (Thursday 1300) ***Propose –***

1. PCO Welcome and General Update *Marta*

    a. *Next Batches 5 and 6 – Schedule and Priority – Completion of Submission of all documents not requiring redaction - Marta*
    b. *Production Plan Development Update - Marta*
    c. *Redaction Letter - Jean*
    d. *Committee Appearance Preparations – Jean?*
    e. *Interdepartmental QC Forum Progress – Steven / alternate*
    f. *Intent for this Coord Forum (frequency of recurrence) - Marta*

2. DoJ Update
    a. Cost recovery – *Elisabeth / James*

3. Current Issues – In Discussion – Marta to introduce – SME to address
    a. Process:
        i. Injury Test; - ?
        ii. OGD workflow; - James?
        iii. Third Party and FPT considerations; **s.23**
        iv. [redacted]
4. Roundtable / Other

From: Mulkins, Marta
Sent: Tuesday, January 26, 2021 9:58 AM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; 'Eid, Elisabeth' <Elisabeth.Eid@justice.gc.ca>; 'Stringham, James' <James.Stringham@justice.gc.ca>; Kaing, Dany <Dany.Kaing@pco-bcp.gc.ca>; MARTA.MULKINS2@forces.gc.ca
Subject: PCO-DOJ Covid Coord Meeting 26 Jan

Agenda
1. DB
2. Instruction status Batches 5 and 6
3. ADM Coord Agenda for this week (Thursday?) *Propose* -
    a. *Overview – General Update from PCO*

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b. *Next Batches 5 and 6 – Schedule and Priorities*
c. *Production Plan Development Update*
d. *Intent for this Coord Forum (frequency of recurrence)*

4. Other?

From: Mulkins, Marta
Sent: Monday, January 25, 2021 9:36 AM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; 'Eid, Elisabeth' <Elisabeth.Eid@justice.gc.ca>; 'Stringham, James' <James.Stringham@justice.gc.ca>; Oliveira, Monique <Monique.Oliveira@pco-bcp.gc.ca>; Kaing, Dany <Dany.Kaing@pco-bcp.gc.ca>
Subject: PCO-DOJ Covid Coord Meeting 25 Jan

Colleagues,

Based upon Friday's meeting w/ D Clerk it is recommended our agenda today cover:

1. Communication of the next 2 deadlines to be promulgated ASAP today
2. Production Plan package for next engagement
3. Dashboard final inputs

1. Background - On Friday I alerted James, Elisabeth and Jean Pierre Gauthier (HC) that the next submission would be 4 Feb. As we did for batch 4, may I suggest we craft an update again for a 4 and 18 Feb submissions, with cut-off deadlines for all release authorities to complete their reviews.

We may wish to consider –

For the 4 Feb batch, the ideal deadline would be 1700 on this Fri the 29th; this will be extremely short fuse so we may recommend the cut-off be 0900 Monday the 1rst of Feb.

For the 28 Feb date, suggest sticking with a Friday the 12th deadline, at CoB.

Reinforce that 'all departments which have not completed the binary review are to prioritise this in order to complete the submission of any documents not requiring redactions. Once completed, work on assignments requiring redactions may commence. This does not impede branches within departments from commencing work on redaction assignments if within their branch, all binary review is completed and all documents not requiring redaction have been approved for release.

Understanding the progress across all departments through James's summary, we can expect the following (to confirm this morning)"

We expect Batch 5 to include the following:
PHAC, HC, PCO, other?
Should complete remaining collections - Finance, JUS. ISED?, PSPC, TC, TB, PS?
Redactions packages commenced in several departments

We expect batch 6 "
All remaining no-redaction documents by
CIHR, CIRNA, DND, HC, PHAC, ISC, NRC, PCO ?
Redactions collections – underway across all departments

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Finally, it is safe to note simply that 'Documents will continue to be processed and submitted to the Law Clerk in the language in which they exist.'

2. Production plan – convert text to graphic, flow of steps, calendar

3. Final inputs into Dashboard –
    - update on PCO data;
    - final text / information on verso

Other?

s.16(2)

Thanks all

Marta Mulkins
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Cell: [redacted]
Marta. mulkins@pco-bcp.gc.ca

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Simmering, William

From: Kasouf, Steven
Sent: Thursday, February 11, 2021 2:19 PM
To: McKay, Cameron
Subject: RE: SME-QC Reviewer Call Notes

Hi Cam- my edits in green.

Thanks

Steven Kasouf

Deputy Director, Access to Information and Privacy
Privy Council Office / Government of Canada
Tel: 613-960-4085
Fax: 613-960-4201
steven.kasouf@pco-bcp.gc.ca

Directeur adjoint, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
Tél: 613-960-4085
Télécopieur: 613-960-4201
steven.kasouf@pco-bcp.gc.ca

From: McKay, Cameron <Cameron.McKay@pco-bcp.gc.ca>
Sent: Thursday, February 11, 2021 1:12 PM
To: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Subject: SME-QC Reviewer Call Notes

Hi Steven,

Attached are the draft versions off the notes.

Let me know what should be changed/edited.

Thanks,

Cameron McKay

Junior ATIP Analyst, Access to Information and Privacy
Privy Council Office / Government of Canada
cameron.mckay@pco-bcp.gc.ca / Tel: 613-957-5617

Analyste junior à l'AIPRP, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
cameron.mckay@pco-bcp.gc.ca / Tel : 613-957-5617

- **11/02/2021**

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- General Discussion

  - Recap of Feb. 4, 2021 Call:

    - Demonstrations of multiple processes on the Justice Teams channel
    - s.23 [redacted]
    - Update: COVID morning briefs sent around from PCO
      - Steven K (PCO): Yes they originate from PCO and we will have copies of them, but they may have been altered slightly in other departments
        - Your department needs to review for any changes or sensitive information
        - If your department gave info to PCO for the briefs, you might be best placed to assist with other departments looking through their versions
    - IET will be created and SMEs may be involved in the team but depends on your departmental choice
    - Law Clerk has tabled documents in both official languages, in case there seem to be additional documents
    - Approval stage at ADM/DM level, discussed best possible options for senior official reviews
    - FPT process is still under discussion
    - Draft documents not to be included, only final documents
    - Email banter: get rid of any irrelevant transitory email exchange but make sure to look for hidden issues like Cab con
    - Mark duplicates
    - Implicating Consulting Groups/TP: look for CBI or TP info, but contact Annie P for assistance
    - Names and signatures: will be highlighted as 19(1) personal information but will be left up to the Law Clerk for their decision as injurious or not
    - Steven K (PCO) has resent the meeting invitation so that everyone has access to the chat, but not many other options if that fails to work
    - Question in Comments
      - Concern about FPT remaining purple: if it is highlighted injurious, it will be turn black and will be redacted
      - If it is not deemed injurious, it will remain the original color

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- Other Topics

  - Jean-Pierre (HC) : Workflow/OGD Consultation/IET Presentation on how HC is processing their records

    - Note: the following information is available in the Redaction Workflow document from HC, which has been circulated to the members of the call by email
      - Can be shared as necessary

    - Document aims to break down the processing steps in the workflow in order to map out the process

    - IET takes place after QC stage

    - Injury Evaluation Team will be broken down by expertise, using individuals who are experts in subjects to review specific issues (ex. Int. Affairs expert will look for int. affairs issues)
      - Still discussing how the team will be organized

    - Team membership: may be adding journalists from QaQc department

    - Hard to group documents that are pertinent to multiple groups/departments

    - Best evaluation of the IET will be to see it in practice
      - the natural concentration of sensitive issues will give a workable approximation for what specialists/members are to look for and work on

    - Intend to have a meeting to share ideas and strategies, as well as a forum for discussion

    - ATIP officials will be working closely to ensure the process is working and provide assistance

    - Will utilize a coordination team to circulate the lines of communication
    - In the annex of the document: a series of FAQs/key questions that can be used by an individual to identify injurious and sensitive topics, assisting them in the redaction/highlight process

    - NOTE: organizing group is very open to and grateful for comments and suggestions

    - James S (DOJ): there will be a pilot project to see how the work flow will operate (similar to the QC pilot project), and likewise with the IET phase

    - Question: Nicole S (ISC/CIRNAC): who is best placed in their department to do the IET phase, should it be an ATIP individual, or the individual who has been working as a QC?
      - Jean Pierre (HC): having a different set of eyes may be better
      - Steven K (PCO): should be including the ATIP people given the references to ATIA, but it is up to the department to decide at what stage

    - OGD Consultations will happen after the IET process

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- Faced a lot of confusion when there was a document that originated from an OGD, and hesitant to redact on other people's work
    - If the document comes from an OGD, the process will send it to the OGD for advice after briefly doing an injury evaluation
    - Ask OGD who is the author and what they recommend
    - Best to defer to OGD and listen to their advice
    - After it comes back, there will be a QC and then to the ADM and finally DM for approval

- In the case a document is sent to the team from an OGD for consultation, team will highlight and redact information, and it will be returned to the OGD after ADM/DM approval stage

- When the document is a combination of input from different departments, we will strongly avoid an endless loop of redactions and highlights from multiple departments
    - Only solution is to have a discussion between groups, but this scenario can cause issues
    - All of this is covered in the document
    - James S (DOJ): page 4, documents that are highlighted by QCs will go to IET, but not others

- Dominy (ISED): has the approval (ADM/DM) stage been tested?
    - Jean Pierre: we have a pilot project that is planned, but will be happening soon

- This document could serve as a base or guideline for OGDs to use or adopt to their process

▪ Selection of Motion Paragraph
    - Reminder to SMEs is responsible to select the motion paragraph, if the QCer sees it hasn't be selected the QCer can select it at their stage of the review.

▪ Internal consultations
    - Steven K (PCO): Want to know how internal consultations being done, to avoid missing any issues before ADM/DM approval.
    - Let Steven K (PCO) know other suggestions aside from calling/emailing others in your department directly for their input
    - Make sure you know who the other SMEs/QCs are in your own department

○ <u>Q&A</u>

▪ Chantal B (PCO): When is the next submission?
    - Next week, and the documents need to have already been approved by senior officials, needed them by Wednesday (10th), and still do your redactions
    - James S (DOJ): Batch 7, the batch being released after this next one, we don't have a due/release date yet
    - Steven K (PCO): This next batch (Feb 18th) will hopefully be the last submission without "no highlights required" documents

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- Chantal B (PCO): When your workflows will be ready, as well as for training
  - Vanessa B (PCO): she will address the issue offline as it is internal to PCO

- Grace C (HC): can we use a spreadsheet for ADM approvals?
  - James S (DOJ): the process needs official ADM/DM agreement with redactions, and this isn't done well through a spreadsheet. Their decisions should not be in a spreadsheet and should be in Ringtail/Nuix.

- Laurent G (HC): what should we be doing for irrelevant information?
  - Steven K (PCO): we do not sever irrelevant information in a document that is relevant, if it should be highlighted or is injurious then please highlight
  - James S (DOJ): do we highlight everything irrelevant, or use your discretion? You have the ability to highlight and review all, but that defeats the purpose of the IET
  - Steven K (PCO): focus primarily on the important relevant information
  - Vanessa B (PCO): treat irrelevant information as the same as relevant
    - Still need to go through all the irrelevant information as long as there is any relevant information in the document
  - Decision is to code document as irrelevant if entirely irrelevant. If part of it is relevant then it must be processed and the irrelevant information should be reviewed for potentially sensitive/injurious information

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Simmering, William

From: Rivet, Raymond
Sent: Thursday, February 11, 2021 2:23 PM
To: Patterson, Adine; Charlebois, Philippe; Massabki, Myriam
Subject: FW: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03 (003)
Attachments: PCO_COVID Motion_MLQAs_EN_Draft-Feb 9 2021.docx

Adine, Philippe,
I participated in today's weekly meeting. Much of the discussion centered on technical questions related to redactions.
On the outstanding question of translation of documents, Jean Cintrat informed the group that two letters from the Law Clerk are with the Clerk (Shugart). A response back to the Law Clerk is forthcoming.
Batch 6 of documents are likely to be transmitted to the Law Clerk next week.
I indicated to the group that the Lines/Q&A document was still being drafted and it is our intention to share this product with the wider group.
I also informed the group that Adine would be leading the strategic communications coordination and that it was your intention to convene a call to discuss the approach for sharing information on emerging issues.
RR

From: Rivet, Raymond
Sent: 10 février 2021 14:37
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>
Cc: Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>
Subject: RE: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03 (003)

Bonjour Jean. J'ai accepté les changements et j'ai fait des ajouts. J'aimerais discuter à ta convenance. Merci **s.16(2)**
RR

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: 3 février 2021 15:54
To: Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>
Cc: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: RE: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03 (003)

Salut, je vous renvoie le document avec quelques commentaires/changements de plus.
Jean

From: Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>
Sent: Wednesday, February 3, 2021 1:29 PM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Cc: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: RE: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03 (003)

J'ajoute Raymond Rivet à cette conversation pour info
merci

Philippe Charlebois
Cell | Cellulaire :

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De : Charlebois, Philippe
Envoyé : 3 février 2021 13:09
À : Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Objet : RE: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03 (003)

Bonjour Jean
Avez-vous du nouveau quant à ce document? **s.16(2)**
merci

Philippe Charlebois
Cell | Cellulaire : [redacted]

De : Charlebois, Philippe
Envoyé : 2 février 2021 15:55
À : Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Objet : RE: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03 (003)

Bonjour Jean
Comment allez-vous?
Je joins en pièce jointe la dernière mouture du document, avec la contribution de l'équipe de relations avec les médias. Lorsque vous serez confortable avec le contenu présenté mais avant la fin de journée demain, pourriez-vous confirmer que je peux partager le tout avec le bureau du Premier ministre
merci

Philippe Charlebois
Cell | Cellulaire : [redacted]

De : Charlebois, Philippe
Envoyé : 1 février 2021 12:08
À : Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Objet : RE: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03 (003)

Parfait je te reviens

Philippe Charlebois
Cell | Cellulaire : [redacted]

De : Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Envoyé : 1 février 2021 11:57
À : Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>
Objet : RE: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03 (003)

Je pensais que tu allais chercher d'autres input et ensuite nous revenir pour approbation formelle.

From: Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>
Sent: Monday, February 1, 2021 11:56 AM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: RE: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03 (003)

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Merci Jean
Est-ce que vous pensez obtenir l'approbation bientôt?

s.16(2)

Philippe Charlebois
Cell | Cellulaire : [redacted]

De : Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Envoyé : 1 février 2021 11:55
À : Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>
Objet : PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03 (003)

Salut Philippe, voici nos suggestions. Please note that this has not been formally reviewed or signed off by my Assist Dep Sec.
Regards,
Jean

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Latest update: Feb 10~~January 28~~, 2021

Media Lines

Motion on production of documents (COVID-19 pandemic response)

ISSUE

On Oct. 26, 2020, the House of Commons adopted a motion ordering the production of documents related to the federal government's response to the COVID-19 pandemic.

These media lines/Qs&As are intended to provide messaging on the whole-of-government response to this motion.

BACKGROUND

On Oct. 26, 2020, the House of Commons adopted a motion ordering the production of documents related to the federal government's response to the COVID-19 pandemic. A number of federal government departments are responding to the motion, including:

- Health Canada
- Public Health Agency of Canada
- Innovation, Science and Economic Development Canada
- Privy Council Office
- Public Safety Canada
- Public Services and Procurement Canada

Departments are working to retrieve records primarily dating back to January 2018. The documents will be used as part of a health committee study into the federal government's COVID-19 response.

The motion required that the Government of Canada respond by Nov. 30~~ initially~~. It also included a provision allowing the federal government to request a seven-day extension to that deadline, which has been implicitly granted.

To date, 19,051 pages of documents have been provided in the official language in which they were available, and that do not contain sensitive information. They were delivered in four batches on December 7 and 15, 2020 and on January 8 and 20, 2021.

PMO and implicated Ministers' Offices have provided separately approximately 14,000 pages of responsive records.

DRAFT

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Also of note, on December 16, 2020, January 20 and 29, 2020, the Law Clerk via the Speaker tabled 876 documents to the Committee. They included documents from HC, PHAC, DOJ, ISED, NRC, PSPC, PCO and PMO.

Some stakeholders, including industry organizations, members of the federal vaccine task force, and pharmaceutical companies, have publicly expressed concerns about the motion, citing issues with the potential release of confidential business information and noting that public servants would be required to devote resources to respond to the motion in lieu of supporting ongoing operations. Some have suggested that disclosure of vaccine development program information could compromise the regulatory authorization process and threaten both the timely availability of a vaccine for Canadians and the privacy of individuals participating in their studies.

MEDIA LINES

Key messages

- The Government of Canada is committed to continuing to work with provinces, territories, municipalities, Indigenous communities, and the private sector to respond to the pandemic and keep Canadians safe and healthy.

- Since the beginning of the COVID-19 pandemic, many federal departments have been working to support the Government of Canada's pandemic response. This work has touched on a broad range of important areas, such as healthcare, procurement, and vaccine deployment.

- We are committed to responding to the motion as quickly as possible so that the Health committee can continue its important, independent work on studying Canada's response to the COVID-19 pandemic. This transparent undertaking has resulted in thousands of pages, including from the Prime Minister's Office, already being shared with the Law Clerk and Parliamentary Counsel.

- In that spirit, and in full compliance with the House of Commons motion, we have provided documents in the language in which they exist to the Law Clerk and Parliamentary Counsel before he tables them, considering the role that members have given him in reviewing these records.

- We take protecting Canada's official languages and upholding the Official Languages Act very seriously, and we know that the Law Clerk and Parliamentary Counsel will continue to do the same in the execution of his duties. Should he require additional assistance with the translation of the documents, he is able to request this assistance through the House of Commons Board of Internal Economy, and we are certain that

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members from the Government caucus would be happy to consider any request that he makes.

Commented [CJ1]: Would caution against the use of that language as I understand it is still the subject of discussions.

- We will continue to provide documents to the office of the Law Clerk and Parliamentary Counsel in a timely manner as they become available.

- The private sector, including those in the pharmaceutical industry, are playing a critical role in the pandemic response. The Government of Canada recognizes its contractual and regulatory confidentiality obligations to these organizations and is committed to protecting their sensitive vaccine-related information.

QUESTIONS AND ANSWERS

Q1) When will the Government provide all the relevant documents to the Law Clerk?~~meet the new, extended deadline? Why isn't the Government being more transparent on this issue?~~

Commented [JT2]: No longer relevant – we missed the deadline. Perhaps another questions might be, When will the government be able to provide all the relevant documents to the committee?

Commented [CJ3]: Agree

The Government of Canada is committed to providing parliamentarians with as much information as possible in accordance with the values of openness and transparency.

We are committed to providing Members of Parliament with the thousands of requested documents as quickly as possible so that the Health committee can undertake its ~~important,~~ independent work on studying Canada's response to the COVID-19 pandemic. This ~~transparent~~ undertaking has resulted in thousands of pages, including from the Prime Minister's Office, already being shared with the Law Clerk and Parliamentary Counsel, a part of which is still with his office for review.

Departments have been actively working to respond to the motion and are committed to making best efforts to complete the work. Given the considerable scope of this work, the production of all relevant documents is a significant undertaking, which entails a substantial amount of time and resources.

Q2) What about documents that contain commercial or business information sensitivities? How will they be handled?

We understand that current and prospective contractors and regulated parties may have concerns about the motion and its implications for information held by the Government of Canada.

The Government of Canada carefully and diligently manages proprietary and confidential business information and is guided by the agreed upon terms and conditions of specific contracts.

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We take this responsibility very seriously, and we will work closely with all concerned parties to ensure that their information continues to be protected per our contractual and regulatory obligations.

Q3) How will the Government of Canada handle redactions in regards to this request, in particular for privileged documents, Cabinet confidences, and business information?

As per the order, the Law Clerk will vet documents for personal information, national security, information relating to the Vaccine Task Force where its disclosure could reasonably be expected to interfere with contractual or other negotiations between the Government of Canada and a third party, and for interference with contractual or other negotiations.

Long-standing guidelines on the Government of Canada's policy for producing documents to parliamentarians set out 16 categories of information that are not typically provided. Examples of these categories include:

- Cabinet confidence;
- national security;
- advice to Ministers;
- information subject to solicitor-client privilege (and litigation privilege);
- personal information; and,
- information injurious to FPT or international relations.

The Government of Canada typically redacts Cabinet confidences and solicitor-client privileged information before sharing documents with the House of Commons. There are also significant concerns about confidential business information regarding COVID-19 vaccines being publicly shared.

In light of the proposed response immediately above, we can anticipate the following question:
Who is the final arbiter regarding exemptions? Is it departments or the Law Clerk and Parliamentary Counsel?

Q4) Why might some of the documents be subject to Cabinet confidence and why should that be upheld?

Discussions between Cabinet ministers and the documents that reflect those deliberations are protected by the constitutional convention of Cabinet confidentiality.

In a system of responsible government, Cabinet is openly and collectively accountable to Parliament for the decisions it makes during the time it governs. If Cabinet ministers are to make decisions collectively, the privacy of their opinions and views in developing government policy must be protected. Otherwise, the collective responsibility of

Commented [RR4]: Are these guidelines available?

Commented [CJ5]: This will perhaps need an update following the OPS meeting. Update still TBC as per Jean C.

Commented [CL6]: From Maia: We'll need to be mindful of how and when the approach to redaction becomes public for the first time - ie should come via formal communication to the Law Clerk/Committee prior to this answer being used to respond to an enquiry.

Commented [CJ7]: Comments above still apply

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ministers to Parliament, which is essential to Cabinet government, would be difficult to maintain.

Q5) What will this motion cost the Government of Canada and how many resources have been used to respond to it? Have pandemic operations been affected?

Though substantial resources have been directed to be able to fulfil this request, each department continues to play its role in supporting the Government of Canada's pandemic response.

Before documents are submitted

As the work of gathering the requested documents is ongoing, we cannot provide a specific figure for the resource implications ~~at this time~~; however, hundreds of employees across the federal government are currently involved in producing the requested documents, which will entail a significant amount of time and resources.

After documents are submitted

The estimated financial cost of responding to the motion was $XX. Approximately XX full-time employees (FTEs) were involved in the response, working a total of approximately XX hours.

Commented [RR8]: I would not recommend providing such an estimate. I would suggest that the answer to the previous question is sufficient.

*(*figures to be updated once information is available and validated)*

Q6) How many documents will be handed over to the committee?

This transparent undertaking has resulted in thousands of pages, including from the Prime Minister's Office, already being shared with the Law Clerk and Parliamentary Counsel,

*(*figure to be updated as documents are provided)*
Given the proposed response immediately above, we can anticipate the following questions:
What is the schedule for the next batches of documents to be provided to the Law Clerk?

What is the timeline for providing the balance of the documents that respond to the motion?

Q7) What are the Government of Canada's plans regarding vaccines?

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Latest update: Feb 10~~January 28~~, 2021

The Government of Canada is committed to protecting the health and safety of Canadians and has a rigorous scientific review system in place to ensure vaccines are safe and effective in preventing the diseases they target.

The Government of Canada is well positioned to ensure that Canadians can be vaccinated against COVID-19. We have contracts in place to secure a large inventory of vaccines from various sources. This will give us access to seven potential vaccines with up to 358 million doses, including those that have produced recent positive results.

Final vaccine allocation and roll out will ultimately be determined by FPT governments, and will be informed by the National Advisory Committee on Immunization's (NACI) final guidance on key populations for early COVID-19 immunization.

Q8) Will these documents tell Canadians when to expect a COVID-19 vaccine?

Planning and discussions regarding vaccine roll-out in Canada are still actively underway, and because of this, confirmed dates on when specific individuals can expect to receive a vaccine will likely not be included in the requested documents.

Commented [EE9]: We are uncertain at this time as to what the documents contain. There have been recent announcements about when Canadian may expect a COVID-19 vaccine.

*(***Based on any sensitive documents identified by departments in their search, we will develop further key messages and Qs&As to address those issues.)*

Q9) Why are departments not providing all the documents in both official languages? Would it not be more expeditious than for the Law Clerk to request resources from the Board of Internal Economy for translation?

MEDIA RELATIONS PROTOCOL

- PCO Media Relations will be the point of contact for media calls about the coordination of the Government's response to the motion.
- Departmental media relations will be responsible for responding to media requests about specific documents, with leads to be determined based on the documents' subject matter.
- All departmental media calls on this issue should be flagged by departmental media relations to the relevant PCO analyst.

Communications Advisor
Laura Cummings, [redacted]
Philippe Charlebois, [redacted]
Senior Analyst, Communications and Consultations (PCO)

s.16(2)

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Simmering, William

From: Cintrat, Jean
Sent: Thursday, February 11, 2021 11:43 AM
To: Rivet, Raymond; Charlebois, Philippe
Cc: Patterson, Adine
Subject: RE: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03 (003)

Je te reviens dès que possible

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Wednesday, February 10, 2021 2:37 PM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>
Cc: Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>
Subject: RE: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03 (003)

s.16(2)

Bonjour Jean. J'ai accepté les changements et j'ai fait des ajouts. J'aimerais discuter à ta convenance. Merci
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From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
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Cc: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: RE: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03 (003)

Salut, je vous renvoie le document avec quelques commentaires/changements de plus.
Jean

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Sent: Wednesday, February 3, 2021 1:29 PM
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Cc: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: RE: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03 (003)

J'ajoute Raymond Rivet à cette conversation pour info
merci

Philippe Charlebois
Cell | Cellulaire :

De : Charlebois, Philippe
Envoyé : 3 février 2021 13:09
À : Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Objet : RE: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03 (003)

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Avez-vous du nouveau quant à ce document?
merci

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Philippe Charlebois
Cell | Cellulaire : [redacted]

De : Charlebois, Philippe
Envoyé : 2 février 2021 15:55
À : Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Objet : RE: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03 (003)

s.16(2)

Bonjour Jean
Comment allez-vous?
Je joins en pièce jointe la dernière mouture du document, avec la contribution de l'équipe de relations avec les médias. Lorsque vous serez confortable avec le contenu présenté mais avant la fin de journée demain, pourriez-vous confirmer que je peux partager le tout avec le bureau du Premier ministre
merci

Philippe Charlebois
Cell | Cellulaire : [redacted]

De : Charlebois, Philippe
Envoyé : 1 février 2021 12:08
À : Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Objet : RE: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03 (003)

Parfait je te reviens

Philippe Charlebois
Cell | Cellulaire : [redacted]

De : Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Envoyé : 1 février 2021 11:57
À : Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>
Objet : RE: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03 (003)

Je pensais que tu allais chercher d'autres input et ensuite nous revenir pour approbation formelle.

From: Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>
Sent: Monday, February 1, 2021 11:56 AM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: RE: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03 (003)

Merci Jean
Est-ce que vous pensez obtenir l'approbation bientôt?

Philippe Charlebois
Cell | Cellulaire : [redacted]

De : Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Envoyé : 1 février 2021 11:55

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À : Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>
Objet : PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03 (003)

Salut Philippe, voici nos suggestions. Please note that this has not been formally reviewed or signed off by my Assist Dep Sec.
Regards,
Jean

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Simmering, William

From: Wong-Fortin, Bonny
Sent: Thursday, February 11, 2021 10:48 AM
To: Babad, Luke
Cc: Blanchard, Dominique
Subject: RE: Opposition motion - Re-saving secret e-mails (with apologies from me)

FYI, my non –secret docs have been re-uploaded. There weren't many, so I suspect that's why it worked.

Thanks for the clarification on how to work around this. I guess the system/process didn't anticipate that we would be managing this volume of documentation.

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Thursday, February 11, 2021 10:43 AM
To: Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Lefebvre, Alexandre <Alexandre.Lefebvre@pco-bcp.gc.ca>; Shi, Anke <Anke.Shi@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Jarvis, Saskia <Saskia.Jarvis@pco-bcp.gc.ca>; MacMaster, Sarah <Sarah.MacMaster@pco-bcp.gc.ca>
Subject: RE: Opposition motion - Re-saving secret e-mails (with apologies from me)

Hi team,

For those of you who have experienced issues moving your backup files from the OSDisk(C:) to the Shared Drive – after a great deal of discussion with IT, we've concluded it has to do with the file size and what the VPN can handle. You have two options to get around the issue:

- Separate your folder into several much smaller folders (try to keep to size or the backup file under 10,000 KB). This option will be quite time consuming, but will work from home; OR,
- Do the transfer from the office, where it should go much more quickly. But again, this requires going to the office.

Given that LHP hasn't initiated the review of the secret documents yet, I'd suggest you have some time before this needs to be done – so do it at your convenience. The exceptions are **Bonny and me** - we have some non-secret documents that need re-uploading.

Any questions? Give me a shout!
Luke

-----Original Appointment-----
From: Babad, Luke
Sent: Monday, February 8, 2021 8:39 AM
To: Babad, Luke; Bhandari, Shanu; Blanchard, Dominique; Lefebvre, Alexandre; Shi, Anke; Wong-Fortin, Bonny; Jarvis, Saskia; MacMaster, Sarah
Subject: Opposition motion - Re-saving secret e-mails (with apologies from me)
When: Tuesday, February 9, 2021 11:00 AM-11:15 AM (UTC-05:00) Eastern Time (US & Canada).
Where: Microsoft Teams Meeting

Hi team,

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

LHP has advised that all secret e-mails have to be un-encrypted before saving (this was my bad). Can we connect so I can show you how to do it? I'll also send around a cheat sheet with step-by-step instructions.

So sorry about this!
Luke

Microsoft Teams meeting

s.16(2)

Join on your computer or mobile app
Click here to join the meeting

Or call in (audio only)

[redacted] Canada, Ottawa-Hull

Phone Conference ID: [redacted]
Find a local number | Reset PIN

Learn More | Meeting options

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Simmering, William

From: Jarvis, Saskia
Sent: Thursday, February 11, 2021 10:55 AM
To: Babad, Luke
Subject: RE: Opposition motion - Re-saving secret e-mails (with apologies from me)

Oh yay! A need to go into the office for a day ☺ I will likely plan to go in one day next week!

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Thursday, February 11, 2021 10:43 AM
To: Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Lefebvre, Alexandre <Alexandre.Lefebvre@pco-bcp.gc.ca>; Shi, Anke <Anke.Shi@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Jarvis, Saskia <Saskia.Jarvis@pco-bcp.gc.ca>; MacMaster, Sarah <Sarah.MacMaster@pco-bcp.gc.ca>
Subject: RE: Opposition motion - Re-saving secret e-mails (with apologies from me)

Hi team,

For those of you who have experienced issues moving your backup files from the OSDisk(C:) to the Shared Drive – after a great deal of discussion with IT, we've concluded it has to do with the file size and what the VPN can handle. You have two options to get around the issue:

- Separate your folder into several much smaller folders (try to keep to size or the backup file under 10,000 KB). This option will be quite time consuming, but will work from home; OR,
- Do the transfer from the office, where it should go much more quickly. But again, this requires going to the office.

Given that LHP hasn't initiated the review of the secret documents yet, I'd suggest you have some time before this needs to be done – so do it at your convenience. The exceptions are **Bonny and me** - we have some non-secret documents that need re-uploading.

Any questions? Give me a shout!
Luke

-----Original Appointment-----
From: Babad, Luke
Sent: Monday, February 8, 2021 8:39 AM
To: Babad, Luke; Bhandari, Shanu; Blanchard, Dominique; Lefebvre, Alexandre; Shi, Anke; Wong-Fortin, Bonny; Jarvis, Saskia; MacMaster, Sarah
Subject: Opposition motion - Re-saving secret e-mails (with apologies from me)
When: Tuesday, February 9, 2021 11:00 AM-11:15 AM (UTC-05:00) Eastern Time (US & Canada).
Where: Microsoft Teams Meeting

Hi team,

LHP has advised that all secret e-mails have to be un-encrypted before saving (this was my bad). Can we connect so I can show you how to do it? I'll also send around a cheat sheet with step-by-step instructions.

So sorry about this!
Luke

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Microsoft Teams meeting

Join on your computer or mobile app
Click here to join the meeting

s.16(2)

Or call in (audio only)

[redacted] Canada, Ottawa-Hull

Phone Conference ID: [redacted]
Find a local number | Reset PIN

Learn More | Meeting options

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Simmering, William

From: MacMaster, Sarah
Sent: Thursday, February 11, 2021 2:41 PM
To: Babad, Luke
Subject: Re: Opposition motion - Re-saving secret e-mails (with apologies from me)

I think things were ok on my end. I didn't have trouble moving the files over.

Sarah

> On Feb 11, 2021, at 10:43 AM, Babad, Luke <Luke.Babad@pco-bcp.gc.ca> wrote:
>
> Hi team,
>
> For those of you who have experienced issues moving your backup files from the OSDisk(C:) to the Shared Drive – after a great deal of discussion with IT, we've concluded it has to do with the file size and what the VPN can handle. You have two options to get around the issue:
>
> - Separate your folder into several much smaller folders (try to keep to size or the backup file under 10,000 KB). This option will be quite time consuming, but will work from home; OR,
> - Do the transfer from the office, where it should go much more quickly. But again, this requires going to the office.
>
> Given that LHP hasn't initiated the review of the secret documents yet, I'd suggest you have some time before this needs to be done – so do it at your convenience. The exceptions are **Bonny and me** - we have some non-secret documents that need re-uploading.
>
> Any questions? Give me a shout!
> Luke
>
> -----Original Appointment-----
> **From:** Babad, Luke
> **Sent:** Monday, February 8, 2021 8:39 AM
> **To:** Babad, Luke; Bhandari, Shanu; Blanchard, Dominique; Lefebvre, Alexandre; Shi, Anke; Wong-Fortin, Bonny; Jarvis, Saskia; MacMaster, Sarah
> **Subject:** Opposition motion - Re-saving secret e-mails (with apologies from me)
> **When:** Tuesday, February 9, 2021 11:00 AM-11:15 AM (UTC-05:00) Eastern Time (US & Canada).
> **Where:** Microsoft Teams Meeting
>
> Hi team,
>
> LHP has advised that all secret e-mails have to be un-encrypted before saving (this was my bad). Can we connect so I can show you how to do it? I'll also send around a cheat sheet with step-by-step instructions.
>
> So sorry about this!
> Luke

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Microsoft Teams meeting

Join on your computer or mobile app
Click here to join the meeting

s.16(2)

Or call in (audio only)
[redacted] Canada, Ottawa-Hull
Phone Conference ID: [redacted]
Find a local number | Reset PIN

Learn More | Meeting options

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Simmering, William

From: Blanchard, Dominique
Sent: Thursday, February 11, 2021 7:00 PM
To: Babad, Luke
Subject: Re: Raccoon approval today/tomorrow by proxy?

Follow Up Flag: Follow up
Flag Status: Completed

Ok yes I am OK with that going out

Sent from my iPhone

> On Feb 11, 2021, at 6:55 PM, Babad, Luke <Luke.Babad@pco-bcp.gc.ca> wrote:
>
> Just you transmitting the report. The line below the screenshot is something along the lines of 'Hi Thao, here is today's report.'
>
> Sent from my iPhone
>
>> On Feb 11, 2021, at 6:23 PM, Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca> wrote:
>>
>> Is there anything below? Or just me transmitting the daily report?
>>
>> Sent from my iPhone
>>
>>>> On Feb 11, 2021, at 5:38 PM, Babad, Luke <Luke.Babad@pco-bcp.gc.ca> wrote:
>>>
>>> Hi Dom,
>>>
>>> If you are willing to approve this screenshot over e-mail, I think I can then go into the system and approve on your behalf.
>>>
>>> LHP is hounding me for an approval by end of day tomorrow if at all possible. I tried to find the other two emails they need you to approve but neither one exists, so perhaps they were errors removed from the system.
>>>
>>> Luke
>>>
s.19(1)
>>> -----Original Message-----
>>> From: Luke Babad [redacted]
>>> Sent: Thursday, February 11, 2021 5:32 PM
>>> To: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
>>> Subject:
>>>
>>>
>>>
>>>
>>>
>>> Sent from my iPhone

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Simmering, William

From: Kasouf, Steven
Sent: Friday, February 12, 2021 11:27 AM
To: McKay, Cameron
Subject: RE: February 11th SME-QC Reviewer Call Notes

That's awesome!

Steven Kasouf

Deputy Director, Access to Information and Privacy
Privy Council Office / Government of Canada
steven.kasouf@pco-bcp.gc.ca
O: 613-960-4085
F: 613-960-4201

Directeur adjoint, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
steven.kasouf@pco-bcp.gc.ca
B: 613-960-4085
T: 613-960-4201

From: McKay, Cameron <Cameron.McKay@pco-bcp.gc.ca>
Sent: February 12, 2021 11:22 AM
To: Arteaga, Ryan <Ryan.Arteaga@justice.gc.ca>
Cc: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Subject: RE: February 11th SME-QC Reviewer Call Notes

Hi Ryan,

Yes, they are all there. I also have the ability to upload it myself, if that works better from you.

Let me know,

Cameron McKay

Junior ATIP Analyst, Access to Information and Privacy
Privy Council Office / Government of Canada
cameron.mckay@pco-bcp.gc.ca / Tel: 613-957-5617

Analyste junior à l'AIPRP, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
cameron.mckay@pco-bcp.gc.ca / Tel : 613-957-5617

From: Arteaga, Ryan <Ryan.Arteaga@justice.gc.ca>
Sent: Friday, February 12, 2021 10:15 AM
To: McKay, Cameron <Cameron.McKay@pco-bcp.gc.ca>

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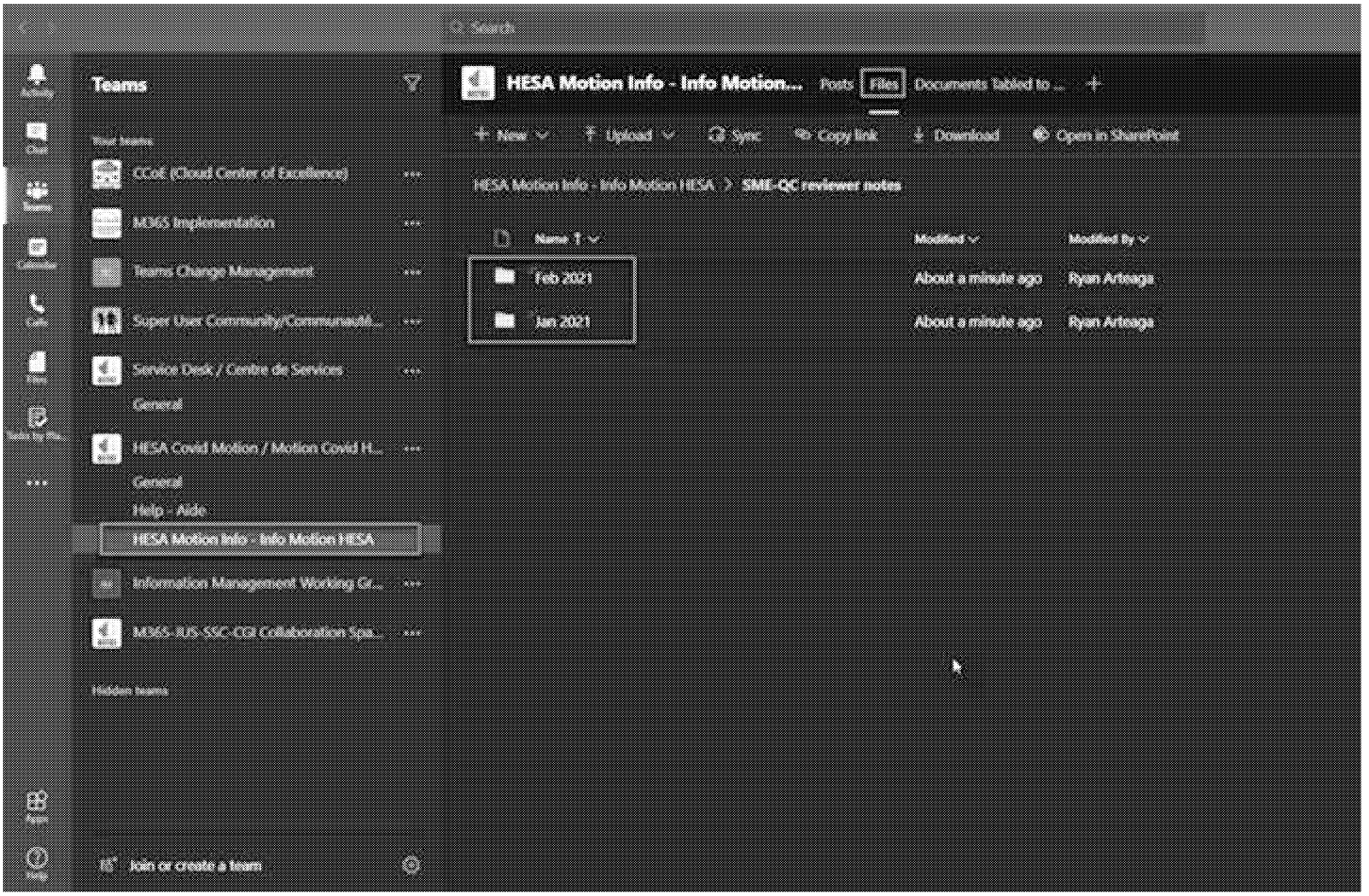
Cc: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Subject: RE: February 11th SME-QC Reviewer Call Notes

Hi Cameron,

Can you please go into the section shown below and look in the Jan & Feb folders to make sure I have uploaded all files? I believe I have but I might be missing some dates. If so, please send them to me and I will upload them.

Also, are you able to upload these yourself? Instead of having to e-mail the Covid-Motion@justice.gc.ca inbox, you can just upload them directly. Would you be interested in trying that?



Thanks,

Ryan Arteaga
Business Analyst, Cloud | Analyste d'affaires, infonuagique
Information Solutions Branch | Direction des solution d'information
Department of Justice Canada | Ministère de la Justice Canada
275 Sparks Street, Room SAT12016
Ottawa, ON K1A 0H8
Ryan.Arteaga@justice.gc.ca | 613-314-4612

From: McKay, Cameron <Cameron.McKay@pco-bcp.gc.ca>
Sent: Thursday, February 11, 2021 3:20 PM
To: Covid-Motion <Covid-Motion@justice.gc.ca>
Cc: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>

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Subject: February 11th SME-QC Reviewer Call Notes
Importance: High

Hello,

Attached are the notes from today's SME-QC Reviewer Call. Please upload them to the COVID Motion Channel.

All the best,

Cameron McKay

Junior ATIP Analyst, Access to Information and Privacy
Privy Council Office / Government of Canada
cameron.mckay@pco-bcp.gc.ca / Tel: 613-957-5617

Analyste junior à l'AIPRP, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
cameron.mckay@pco-bcp.gc.ca / Tel : 613-957-5617

- **11/02/2021**
    - General Discussion
        - Recap of Feb. 4, 2021 Call:
            - Demonstrations of multiple processes on the Justice Teams channel
            - s.23
            - [redacted]
            - Update: COVID morning briefs sent around from PCO
                - Steven K (PCO): Yes they originate from PCO and we will have copies of them, but they may have been altered slightly in other departments
                    - Your department needs to review for any changes or sensitive information
                    - If your department gave info to PCO for the briefs, you might be best placed to assist with other departments looking through their versions
            - IET will be created and SMEs may be involved in the team but depends on your departmental choice
            - Law Clerk has tabled documents in both official languages, in case there seem to be additional documents
            - Approval stage at ADM/DM level, discussed best possible options for senior official reviews
            - FPT process is still under discussion

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- Draft documents not to be included, only final documents

- Email banter: get rid of any irrelevant transitory email exchange but make sure to look for hidden issues like Cab con

- Mark duplicates

- Implicating Consulting Groups/TP: look for CBI or TP info, but contact Annie P for assistance

- Names and signatures: will be highlighted as 19(1) personal information but will be left up to the Law Clerk for their decision as injurious or not
- Steven K (PCO) has resent the meeting invitation so that everyone has access to the chat, but not many other options if that fails to work

- Question in Comments
    - Concern about FPT remaining purple: if it is highlighted injurious, it will be turn black and will be redacted
    - If it is not deemed injurious, it will remain the original color

- Other Topics

    - Jean-Pierre (HC) : Workflow/OGD Consultation/IET Presentation on how HC is processing their records

        - Note: the following information is available in the Redaction Workflow document from HC, which has been circulated to the members of the call by email
            - Can be shared as necessary

        - Document aims to break down the processing steps in the workflow in order to map out the process

        - IET takes place after QC stage

        - Injury Evaluation Team will be broken down by expertise, using individuals who are experts in subjects to review specific issues (ex. Int. Affairs expert will look for int. affairs issues)
            - Still discussing how the team will be organized

        - Team membership: may be adding journalists from QaQc department

        - Hard to group documents that are pertinent to multiple groups/departments

        - Best evaluation of the IET will be to see it in practice
            - the natural concentration of sensitive issues will give a workable approximation for what specialists/members are to look for and work on

        - Intend to have a meeting to share ideas and strategies, as well as a forum for discussion

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- ATIP officials will be working closely to ensure the process is working and provide assistance

- Will utilize a coordination team to circulate the lines of communication
- In the annex of the document: a series of FAQs/key questions that can be used by an individual to identify injurious and sensitive topics, assisting them in the redaction/highlight process

- NOTE: organizing group is very open to and grateful for comments and suggestions

- James S (DOJ): there will be a pilot project to see how the work flow will operate (similar to the QC pilot project), and likewise with the IET phase

- Question: Nicole S (ISC/CIRNAC): who is best placed in their department to do the IET phase, should it be an ATIP individual, or the individual who has been working as a QC?
    - Jean Pierre (HC): having a different set of eyes may be better
    - Steven K (PCO): should be including the ATIP people given the references to ATIA, but it is up to the department to decide at what stage

- OGD Consultations will happen after the IET process

- Faced a lot of confusion when there was a document that originated from an OGD, and hesitant to redact on other people's work
    - If the document comes from an OGD, the process will send it to the OGD for advice after briefly doing an injury evaluation
    - Ask OGD who is the author and what they recommend
    - Best to defer to OGD and listen to their advice
    - After it comes back, there will be a QC and then to the ADM and finally DM for approval

- In the case a document is sent to the team from an OGD for consultation, team will highlight and redact information, and it will be returned to the OGD after ADM/DM approval stage

- When the document is a combination of input from different departments, we will strongly avoid an endless loop of redactions and highlights from multiple departments
    - Only solution is to have a discussion between groups, but this scenario can cause issues
    - All of this is covered in the document
    - James S (DOJ): page 4, documents that are highlighted by QCs will go to IET, but not others

- Dominy (ISED): has the approval (ADM/DM) stage been tested?
    - Jean Pierre: we have a pilot project that is planned, but will be happening soon

- This document could serve as a base or guideline for OGDs to use or adopt to their process

- Selection of Motion Paragraph

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- Reminder to SMEs is responsible to select the motion paragraph, if the QCer sees it hasn't be selected the QCer can select it at their stage of the review.

- Internal consultations
  - Steven K (PCO): Want to know how internal consultations being done, to avoid missing any issues before ADM/DM approval.
  - Let Steven K (PCO) know other suggestions aside from calling/emailing others in your department directly for their input
  - Make sure you know who the other SMEs/QCs are in your own department

- Q&A

  - Chantal B (PCO): When is the next submission?
    - Next week, and the documents need to have already been approved by senior officials, needed them by Wednesday (10th), and still do your redactions
    - James S (DOJ): Batch 7, the batch being released after this next one, we don't have a due/release date yet
    - Steven K (PCO): This next batch (Feb 18th) will hopefully be the last submission without "no highlights required" documents

  - Chantal B (PCO): When your workflows will be ready, as well as for training
    - Vanessa B (PCO): she will address the issue offline as it is internal to PCO

  - Grace C (HC): can we use a spreadsheet for ADM approvals?
    - James S (DOJ): the process needs official ADM/DM agreement with redactions, and this isn't done well through a spreadsheet. Their decisions should not be in a spreadsheet and should be in Ringtail/Nuix.

  - Laurent G (HC): what should we be doing for irrelevant information?
    - Steven K (PCO): we do not sever irrelevant information in a document that is relevant, if it should be highlighted or is injurious then please highlight
    - James S (DOJ): do we highlight everything irrelevant, or use your discretion? You have the ability to highlight and review all, but that defeats the purpose of the IET
    - Steven K (PCO): focus primarily on the important relevant information
    - Vanessa B (PCO): treat irrelevant information as the same as relevant
      - Still need to go through all the irrelevant information as long as there is any relevant information in the document
    - Decision is to code document as irrelevant if entirely irrelevant. If part of it is relevant then it must be processed and the irrelevant information should be reviewed for potentially sensitive/injurious information

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Simmering, William

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Friday, February 12, 2021 5:21 PM
To: Butara, Frank; Laghi, Brian
Subject: RE: dude! s.16(2)

I believe L&HP is working on closing off the first stage of document production to the Law Clerk (documents that don't require redactions). If I hear anything, I'll let you know.
There also two issues to be resolved (translation of documents and redactions). This is the subject of letters being exchanged between the Law Clerk and Clerk Shugart.
RR

From: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Sent: 12 février 2021 17:04
To: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: RE: dude!

I haven't seen anything…

Frank Butara
Privy Council Office / Bureau du Conseil privé
Mobile: [redacted]

From: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>
Sent: Friday, February 12, 2021 4:59 PM
To: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: dude!

Did anybody ever get back to you guys about the next step in the parliamentary motion process? Did I miss something?

Brian Laghi
Director General | Directeur général
COVID-19 Communications Planning | Communications en réponse à la COVID-19 (Planifications)
PCO Response Communications Unit | L'unité des communications d'intervention spéciale du BCP
Privy Council Office | Bureau du Conseil Privé
[redacted]

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Simmering, William

From: Robinson, Jodi
Sent: Friday, February 12, 2021 4:56 PM
To: Babad, Luke
Subject: RE: Can you give me a shout if you get a chance?

Paul has approved – it can be released in its entirety.

s.16(2)

Jodi Robinson
Cell: [redacted]

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Friday, February 12, 2021 4:19 PM
To: Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>
Subject: RE: Can you give me a shout if you get a chance?

Here's a screenshot

From: Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>
Sent: Friday, February 12, 2021 4:15 PM
To: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Subject: Re: Can you give me a shout if you get a chance?

Can you send me the document?

Sent from my iPhone

On Feb 12, 2021, at 4:12 PM, Babad, Luke <Luke.Babad@pco-bcp.gc.ca> wrote:

> LHP wants us to approve one last document on the first batch of the motion – it's a forward of an email between Barb/Paul/you on a vaccine taskforce meeting from June.
>
> Looks like it's all in the public domain now and quality control recommended to approve without highlights.
>
> We're looking for your advice on whether to approve with or without highlights ☺

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Simmering, William

From: Jeffrey, Tamara
Sent: Friday, February 12, 2021 2:21 PM
To: Babad, Luke
Cc: Shi, Anke; Lefebvre, Alexandre
Subject: RE: Confirming progress in Ringtail

The two documents from the 0003 will need to be approved in a separate binder. Christine will send you instructions.

As for the 179, I believe that was an error, but Christine will confirm.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: s.16(2)
Tamara.Jeffrey@pco-bcp.gc.ca

-----Original Message-----
From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Friday, February 12, 2021 10:02 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Shi, Anke <Anke.Shi@pco-bcp.gc.ca>; Lefebvre, Alexandre <Alexandre.Lefebvre@pco-bcp.gc.ca>
Subject: Confirming progress in Ringtail

Hi Tamara,

Confirming a few things:

-Approval of outstanding document in binder 00015 - OPERATIONS: Complete. Dom confirmed I could mark the approval on her behalf.

-Coding of the 5 documents for motion paragraphs in binder 00003 - COVID: Complete. However, there were also two documents to be approved but those two documents no longer appear to be in the binder.

-Un-encrypting and re-uploading Luke and Bonny's non-secret documents: complete. Unfortunately For IT mine are broken down into a number of smaller packets as that's all my VPN could handle.

-Re-doing secret document packages: secret back-ups for Luke Babad, Alex Lefebvre, Bonny Wong-Fortin and Sarah MacMaster can be re-uploaded when IT is ready (sorry!). The other team members are working on theirs.

-Remaining outstanding motion paragraphs to code - Christine Moreau-Tremblay indicates there may be up to 179 other documents to fix. She is confirming, and either Anke or I can go into the system to fix them as soon as she confirms (Anke, I'll check in with you if/when we get instructions from Christine).

Luke

Sent from my iPhone

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Simmering, William

From: Moreau-Tremblay, Christine (CCLU.GJCC)
Sent: Friday, February 12, 2021 5:12 PM
To: Babad, Luke
Subject: RE: MOTION - Document review

Thanks to you as well.

Have a great weekend.

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Friday, February 12, 2021 5:10 PM
To: Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
Subject: Re: MOTION - Document review

Understood - I'll make sure she knows for the next round.

Thanks for your guidance and patience today!

Sent from my iPhone

> On Feb 12, 2021, at 5:09 PM, Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca> wrote:
>
> Will do and will send it to QC, it will need your/ADM approval after. I don't think I will be able to send it this round as I have to prepare the file right now to send to DOJ.
>
> ---
>
> **From:** Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
> **Sent:** Friday, February 12, 2021 5:06 PM
> **To:** Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
> **Subject:** Re: MOTION - Document review
>
> Apologies, I've shut down. Are you able to code? My recommendation is that no highlights are required.
>
> Sent from my iPhone
>
> > On Feb 12, 2021, at 5:05 PM, Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca> wrote:
> >
> > You had coded it as tech issue, I had to send it back to you.
> >
> > ---
> >
> > **From:** Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
> > **Sent:** Friday, February 12, 2021 5:04 PM
> > **To:** Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-

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bcp.gc.ca>
Subject: Re: MOTION - Document review

Yes I tagged the motion paragraph

Sent from my iPhone

> On Feb 12, 2021, at 5:03 PM, Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca> wrote:
>
> Wonderful, did you look at document 2060 in your assignment?
>
> **From:** Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
> **Sent:** Friday, February 12, 2021 5:02 PM
> **To:** Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
> **Subject:** Re: MOTION - Document review
>
> 1966 is approved. Have a wonderful weekend!
>
> Sent from my iPhone
>
> > On Feb 12, 2021, at 4:52 PM, Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca> wrote:
> >
> > It is an assignment
> >
> > **From:** Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
> > **Sent:** Friday, February 12, 2021 4:52 PM
> > **To:** Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
> > **Subject:** Re: MOTION - Document review
> >
> > I don't see 2060 - which binder is it in?
> >
> > And sounds good about the approval binders. Unfortunately after 5 pm I won't be able to facilitate any more approvals until Monday, but will make a note of it.
> >
> > Sent from my iPhone

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On Feb 12, 2021, at 4:47 PM, Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca> wrote:

Hi Luke,

You have coded document 2060 as technical issue. It the same thing for this one, since you only see one document, you will need to click the boxes beside the Image Viewer until you can see the document in Image Viewer. I will remove the coding of technical issue and will resend as an assignment.

Please let me know once it is done and I will send to QC and will add to a binder for your/ADM approval.

Thank you,
Christine

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Friday, February 12, 2021 4:37 PM
To: Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
Subject: RE: MOTION - Document review

Thanks for that tip! I coded 3197.

From: Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
Sent: Friday, February 12, 2021 4:33 PM
To: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Subject: RE: MOTION - Document review

Hi,

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I can see document 3197, it is a chart titled "Testing Capacity Ramp-up vs Demand: May-Dec 2020. I think you need to choose another document and then try to choose it again. Sometime it take a couple of time before it shows. Make sure that your Image Viewer is selected. It looks like a mountain.

Noted for 1966. I will wait for your email once it is coded.

Thank you,
Christine

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Friday, February 12, 2021 4:26 PM
To: Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
Subject: RE: MOTION - Document review

Hi Christine,

3197 has no content in it so I marked it as a technical issue.

I coded for motion paragraph on 2291.

Approver's opinion for 1810 is that it isn't relevant, so I've put that code in the system.

I'll try to get approval on 1966 today – two people need to chat about it though, so I can't guarantee.

Luke

From: Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
Sent: Friday, February 12, 2021 4:13 PM
To: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Subject: FW: MOTION - Document review

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Hi Luke,

I found a document in the binder 00003 Covid19 – needed response Motion paragraphs that is missing the motion paragraph. The number of the document ends with 3197.

Thank you,
Christine

From: Moreau-Tremblay, Christine (CCLU.GJCC)
Sent: Friday, February 12, 2021 2:57 PM
To: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Subject: RE: MOTION - Document review

Hi Luke,

I am sorry about that, I think that you still need to approve 1966 (also motion paragraph) and 1810. It is in the APPROVAL 00003 Covid-19 – Not Sure Binder.

In that binder document 2291 needs motion paragraph.

Thank you,
Christine

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Friday, February 12, 2021 1:49 PM
To: Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
Subject: RE: MOTION - Document review

Hi Christine,

I went through that binder yesterday and made sure all documents had a motion paragraph, with the exception of those marked as irrelevant. It should be good to go.

Luke

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From: Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>
Sent: Friday, February 12, 2021 1:26 PM
To: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Subject: MOTION - Document review

Hi Luke,

The documents that will need to be coded for the motion paragraphs are in the Binder entitled "00003 Covid-19 – needed response Motion paragraphs". Please let me know if you have difficulty identifying the documents.

Also, could you please let me know if you will be able to do this today? We to send documents to DOJ by end of day today.

Thank you,
Christine

Christine Moreau-Tremblay
Paralegal and Operations Coordinator / Parajuriste et coordonnatrice des opérations
Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister /
Bureau de la conseillère juridque auprès du greffier du Conseil privé et sous-ministre adjointe
Privy Council Office Legal Services Sector / Secteur des services juridiques du Bureau du Conseil privé
Tel / Tél : 613-957-5282
christine.moreau-tremblay@pco-bcp.gc.ca

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Simmering, William

From: Blanchard, Dominique
Sent: Friday, February 12, 2021 4:58 PM
To: Babad, Luke
Subject: Re: Raccoon - two more proxy approvals?

Yep thanks Luke

Sent from my iPhone

> On Feb 12, 2021, at 4:57 PM, Babad, Luke <Luke.Babad@pco-bcp.gc.ca> wrote:
>
> ERDP (Paul) says the vaccine task force doc can be released in full with no highlights. Ok to approve?
>
> Sent from my iPhone
>
> > On Feb 12, 2021, at 4:05 PM, Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca> wrote:
> >
> > On the first two, why are we reviewing these? They aren't to or from anyone on our team? I defer to ERDP on their advice.
> >
> > On the last one, I agree it is not relevant
> >
> > ---
> >
> > **From:** Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
> > **Sent:** Friday, February 12, 2021 3:45 PM
> > **To:** Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>
> > **Subject:** Raccoon - two more proxy approvals?
> >
> > Hi Dom,
> >
> > LHP found the two missing documents that need approvals. In case you're comfortable with me doing a proxy approval, I've included them here:
> >
> > - Screenshots 1 and 2 – e-mail from Barb Henry giving an early update on the vaccine taskforce. Some specifics on discussions with individual companies but all of this has been overtaken by events or stated publicly by Ministers or members of the vaccine taskforce by now. Quality control recommended no highlights. **My recommendation:** no highlights.
> >
> > - Screenshot 3 – survey data on Canadians' perceptions of COVID-19. This was coded against the motion paragraph on the Global Public Health Intelligence Network and recommended for release with no highlights. I personally don't think it's relevant to that paragraph motion. **My recommendation:** mark as 'not relevant' or simply approve for release as it's harmless data.

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Luke

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Simmering, William

From: Jarvis, Saskia
Sent: Tuesday, February 16, 2021 10:32 AM
To: Babad, Luke
Subject: RE: Opposition motion - Re-saving secret e-mails (with apologies from me)

Follow Up Flag: Flag for follow up
Flag Status: Completed

Hi Luke,

Hope you are doing well. Just a quick touch base – I am planning to go to the office for a day to get this done (alongside some other things). Unfortunately, I threw out my back last week and am not very mobile right now. Also, sitting at a desk/table is very uncomfortable. So, just letting you know that it might be Friday I go in and do this, or it might have to wait until next week depending on when I start to feel better. I will keep you posted ☺

Hope you have a good day/week!!

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Thursday, February 11, 2021 10:43 AM
To: Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Lefebvre, Alexandre <Alexandre.Lefebvre@pco-bcp.gc.ca>; Shi, Anke <Anke.Shi@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Jarvis, Saskia <Saskia.Jarvis@pco-bcp.gc.ca>; MacMaster, Sarah <Sarah.MacMaster@pco-bcp.gc.ca>
Subject: RE: Opposition motion - Re-saving secret e-mails (with apologies from me)

Hi team,

For those of you who have experienced issues moving your backup files from the OSDisk(C:) to the Shared Drive – after a great deal of discussion with IT, we've concluded it has to do with the file size and what the VPN can handle. You have two options to get around the issue:

- Separate your folder into several much smaller folders (try to keep to size or the backup file under 10,000 KB). This option will be quite time consuming, but will work from home; OR,
- Do the transfer from the office, where it should go much more quickly. But again, this requires going to the office.

Given that LHP hasn't initiated the review of the secret documents yet, I'd suggest you have some time before this needs to be done – so do it at your convenience. The exceptions are **Bonny and me** - we have some non-secret documents that need re-uploading.

Any questions? Give me a shout!
Luke

-----Original Appointment-----
From: Babad, Luke
Sent: Monday, February 8, 2021 8:39 AM
To: Babad, Luke; Bhandari, Shanu; Blanchard, Dominique; Lefebvre, Alexandre; Shi, Anke; Wong-Fortin, Bonny; Jarvis, Saskia; MacMaster, Sarah
Subject: Opposition motion - Re-saving secret e-mails (with apologies from me)

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When: Tuesday, February 9, 2021 11:00 AM-11:15 AM (UTC-05:00) Eastern Time (US & Canada).
Where: Microsoft Teams Meeting

Hi team,

LHP has advised that all secret e-mails have to be un-encrypted before saving (this was my bad). Can we connect so I can show you how to do it? I'll also send around a cheat sheet with step-by-step instructions.

So sorry about this!
Luke

Microsoft Teams meeting

Join on your computer or mobile app
Click here to join the meeting

s.16(2)

Or call in (audio only)

[redacted] Canada, Ottawa-Hull
Phone Conference ID: [redacted]
Find a local number | Reset PIN

Learn More | Meeting options

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Simmering, William

From: Kasouf, Steven
Sent: Thursday, February 18, 2021 8:48 AM
To: Mulkins, Marta
Cc: Brochet, Vanessa
Subject: RE: Irrelevant information - highlighting

Nothing else I can think of right now.

What time are the daily calls? Yes, Tuesday or Wednesday would likely work and if there's anything that comes up I can bring it up there ahead of the Thursday call.

For my own info and agenda management what is the purpose of the Thursday 1pm call? If I'm at a daily call either Tues or Wed and have the QC forum calls on Mon & Thurs I'm wondering whether I need to be at the Thursday 1pm calls at all or if I can just decline to attend as needed. Would love your input as to whether that can be something optional for me (depending on if the agenda involves a QC forum update or not).

Steven Kasouf

Deputy Director, Access to Information and Privacy
Privy Council Office / Government of Canada
steven.kasouf@pco-bcp.gc.ca
O: 613-960-4085
F: 613-960-4201

Directeur adjoint, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
steven.kasouf@pco-bcp.gc.ca
B: 613-960-4085
T: 613-960-4201

From: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Sent: February 18, 2021 8:40 AM
To: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Cc: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Subject: RE: Irrelevant information - highlighting

That is really helpful Steven thanks. I can reinforce these messages at the ADM call. Any other issue developing for us to think ahead on?

It might be helpful for you to start joining the daily PCO-JUS call we run, maybe once a week, to touch base on issues and make sure we are mutually aligned. What is a good day for you to join? Maybe the Tues or Wed calls, ahead of setting your Thursday agenda?

For your consideration. Tamara, Vanessa and James attend the daily so you may feel that that is sufficient liaison. I leave it to you.

Great work!

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From: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Sent: Thursday, February 18, 2021 8:34 AM
To: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Cc: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Subject: RE: Irrelevant information - highlighting

Last call Jean-pierre (HC) shared their workflow process document with the group and had a discussion specific to the OGD process and IET. It seemed to be well received by the group and it was recommended that the group use this as a base for their process or adopt it completely if it works for their department. I did notice some small things that may differ from how PCO might do things but they were very minor. Overall it was a great document to have shared at the forum and hopefully it is useful for most, if not all, departments.

That said, it seems to be understood by the group that the OGD process will happen after the IET review. The group has been informed that the IET needs to be set up departmentally and may comprise of SMEs/QCs already working on the motion and/or more senior level SMEs (i.e. Director, DG level) that will be responsible to review material highlighted for injury only. Once IET review is complete then it will move to OGD consultation process. s.23

[redacted] I'm sure things will come up during that process that will be repeated at the forum, but overall a good base of information has been provided. Notes from each call have been recorded and posted to the Justice MS Teams HESA COVID Motion channel for participants to refer back to if they missed any of the SME-QC calls so I think we're good to go forward to the next stage at this point.

Steven Kasouf

Deputy Director, Access to Information and Privacy
Privy Council Office / Government of Canada
steven.kasouf@pco-bcp.gc.ca

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O: 613-960-4085
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Bureau du Conseil privé / Gouvernement du Canada
steven.kasouf@pco-bcp.gc.ca
B: 613-960-4085
T: 613-960-4201

From: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Sent: February 18, 2021 7:41 AM
To: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Cc: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Subject: Re: Irrelevant information - highlighting

I am also told that HC wanted to reinforce the discussion about their early lessons learned on the set up of redaction processes at your forum. For your consideration.

Sent from my iPhone

> On Feb 18, 2021, at 7:40 AM, Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca> wrote:
>
> Noted. s.23 [redacted]
>
> Sent from my iPhone
>
> > On Feb 18, 2021, at 7:07 AM, Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca> wrote:
> >
> > Good morning Vanessa and Marta,
> >
> > I am cancelling the SME-QC call this morning as there isn't much to update since last call, s.23 [redacted]
> >
> > Thanks
> >
> > Steven Kasouf
> >
> > Deputy Director, Access to Information and Privacy
> > Privy Council Office / Government of Canada
> > steven.kasouf@pco-bcp.gc.ca
> > O: 613-960-4085
> > F: 613-960-4201
> >
> > Directeur adjoint, Accès à l'information et la protection des renseignements personnels
> > Bureau du Conseil privé / Gouvernement du Canada
> > steven.kasouf@pco-bcp.gc.ca

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B: 613-960-4085
T: 613-960-4201

From: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Sent: February 11, 2021 4:14 PM
To: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Cc: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Subject: TR: Irrelevant information - highlighting

s.23

[redacted]

Vanessa Brochet
Director and General Counsel - Directrice and avocate générale
Privy Council Office Legal Services Sector | Secteur des services juridiques du Bureau du Conseil privé
Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister | Bureau de la conseillère juridique auprès du greffier du Conseil privé et sous-ministre adjointe
(613) 697-3586 Vanessa.Brochet@pco-bcp.gc.ca

De : Brochet, Vanessa
Envoyé : 11 février 2021 11:49
À : 'Stringham, James' <James.Stringham@justice.gc.ca>; Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Objet : RE: Irrelevant information - highlighting

s.23

[redacted]

Vanessa Brochet

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Director and General Counsel - Directrice and avocate générale
Privy Council Office Legal Services Sector | Secteur des services juridiques du Bureau du Conseil privé
Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister | Bureau de la conseillère juridique auprès du greffier du Conseil privé et sous-ministre adjointe
(613) 697-3586 Vanessa.Brochet@pco-bcp.gc.ca

De : Stringham, James <James.Stringham@justice.gc.ca>
Envoyé : 11 février 2021 11:12
À : Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Objet : Irrelevant information - highlighting

Steven and Vanessa, **s.23**

[redacted]

James Stringham
Directeur et Avocat général | Director and General Counsel

Preuve électronique et soutien aux litiges | eDiscovery and Litigation Support
Secteur national du contentieux | National Litigation Sector
Ministère de la Justice Canada | Department of Justice Canada
360 Albert Street, Tower 1, 14th floor
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james.stringham@justice.gc.ca

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Simmering, William

From: Rivet, Raymond
Sent: Thursday, February 18, 2021 1:52 PM
To: Patterson, Adine; Butara, Frank; Socio Economic / Socio Économique; International Communications / Communications Internationale
Cc: Massabki, Myriam; Mukherjee, Mistu
Subject: RE: FOR ACTION: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Thanks Adine. I will share the updated Q&A once completed. We are waiting to see the Clerk's response back to the Law Clerk, which addresses the questions of translation and redactions.

From: Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>
Sent: 18 février 2021 13:30
To: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Socio Economic / Socio Économique <socio-economic-socio-economique@pco-bcp.gc.ca>; International Communications / Communications Internationale <International-Communications-Communications-Internationale@pco-bcp.gc.ca>
Cc: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Mukherjee, Mistu <Mistu.Mukherjee@pco-bcp.gc.ca>
Subject: RE: FOR ACTION: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Hello all,

Just to give you an update since Frank's last email on the motion by the Standing Committee on Health, to refresh your memories:

- **On October 26, 2020,** the House of Commons adopted a motion with has two broad objectives:
    1. to instruct the Standing Committee on Health "to undertake a study on the emergency situation facing Canadians in light of the second wave of the COVID-19 pandemic"; and
    2. to order the production of documents from the government in six areas related to public health and its response to the COVID-19 pandemic.
- The Order focuses on the following **six areas**:
    1. Options, plans and preparations for the Global Public Health Intelligence Network (GPHIN)
    2. Communications between the government and the WHO in respect of options, plans or preparations for any future operation, or absence thereof, of the GPHIN
    3. Plans, preparations, approvals and purchasing of COVID-19 testing products
    4. Plans, preparations and purchasing of PPE
    5. COVID-19 Vaccine Task Force and its subcommittees
    6. Government of Canada's COVID-19 vaccine distribution and monitoring strategy

I was on a call today and advised departments to please **share any media calls with their PCO analyst** that stem from documents that have been released. We can help give guidance to the various departments as we find areas where messaging can be coordinated across depts. Let's all keep in touch on any forthcoming calls related to these motion documents.

In terms of the document collection process itself, Ray also has media lines to help answer inquiries on how document production is progressing. He is also updating a Q&A document to share with depts on process questions, such as translation, etc. Ray, grateful if you could please share with this group once ready.

Ray also debriefed depts on media monitoring and analysis options for departments to receive related PCO Media Centre products. If you get any calls from depts. who may be having issue accessing, let's connect with Mistu to help them out.

Please let us know if any questions and we can discuss at our next team meeting as well.

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Thanks very much

Adine

Adine Patterson s.16(2)

Senior Analyst, Strategic Communications
Privy Council Office / Government of Canada
adine.patterson@pco.gc.ca / Tel: [redacted]

Analyste principale,Communications stratégiques
Bureau du Conseil privé / Gouvernement du Canada
adine.patterson@bcp.gc.ca / tél: [redacted]

From: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Sent: November 27, 2020 8:42 AM
To: Socio Economic / Socio Économique <socio-economic-socio-economique@pco-bcp.gc.ca>
Subject: FOR ACTION: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Hi,

Please see below for action. Please let me know if you have nothing to share/contribute.

Thanks!

Frank

Frank Butara
Privy Council Office / Bureau du Conseil privé
Mobile: [redacted] s.16(2)

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Wednesday, November 25, 2020 1:59 PM
To: CommsATIP / CommsAIPRP (PCO/BCP) <CommsATIP-CommsAIPRP@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Boudreau, Sandra <Sandra.Boudreau@pco-bcp.gc.ca>; Bonvie, Lorna <Lorna.Bonvie@pco-bcp.gc.ca>; Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Jones, Murray <Murray.Jones@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Moorcroft, Karen <Karen.Moorcroft@pco-bcp.gc.ca>; Paxton, Taylor <Taylor.Paxton@pco-bcp.gc.ca>; Sullivan, Melanie <Melanie.Sullivan@pco-bcp.gc.ca>; Vinette, Nadine <Nadine.Vinette@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Hedquist, Theresa <Theresa.Hedquist@pco-bcp.gc.ca>; Stark, Meagan <Meagan.Stark@pco-bcp.gc.ca>; Kirkey, Joshua <Joshua.Kirkey@pco-bcp.gc.ca>; Lauzon, Laura <Laura.Lauzon@pco-bcp.gc.ca>; Nelson, Fiona <Fiona.Nelson@pco-bcp.gc.ca>; Baker, Mary Beth <MaryBeth.Baker@pco-bcp.gc.ca>; Baldwin, Andrew <Andrew.Baldwin@pco-bcp.gc.ca>; Bell, Stephanie <Stephanie.Bell@pco-bcp.gc.ca>; Blanchard, Chanel <Chanel.Blanchard@pco-bcp.gc.ca>; Chew, Jennifer <Jennifer.Chew@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Côté, Celeste <Celeste.Cote@pco-bcp.gc.ca>; Guthrie, Jordan <Jordan.Guthrie@pco-bcp.gc.ca>; Labelle, Nadine <Nadine.Labelle@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Leboeuf, Gabriel <Gabriel.Leboeuf@pco-

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bcp.gc.ca>; Maher, Brenna <Brenna.Maher@pco-bcp.gc.ca>; McLaren, Steven <Steven.McLaren@pco-bcp.gc.ca>; Mitchell, Heloise <Heloise.Mitchell@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; Naidoo, Ravendra <Ravendra.Naidoo@pco-bcp.gc.ca>; Wesley, Laura <Laura.Wesley@pco-bcp.gc.ca>
Cc: Dhillon, Sherry <Sherry.Dhillon@pco-bcp.gc.ca>; Hamel, Guylaine <Guylaine.Hamel@pco-bcp.gc.ca>; Marinier, Caroline <Caroline.Marinier@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: Motion to Provide Documents to the Standing Committee on Health - Directions on Preservation and Collection of Documents

Good Afternoon,

This is a follow up to this morning's tasking for records in response to the October 26, 2020 House of Commons Motion to Provide Documents to the Standing Committee on Health (Covid-19 Pandemic).
I will be the point of contact for Communications and Consultations and for the COVID-19 Communications Hub. Please share this request with members of your team as appropriate. If you have a nil response, please advise us as well.

The attached guidance documents were provided to departments by Justice Canada. They contain instructions for saving relevant documents to four (4) folders that have been created on PCO's network drive S:\ to store Outlook data files (emails and attachments) and Local Drive and Shared Drive documents. The four folders are the following:

i. Outlook– Protected B, Protected A and Unclassified
ii. Outlook – Secret
iii. Documents– Protected B, Protected A and Unclassified
iv. Documents – Secret

We are now asking PCO branches to collect relevant records, in accordance with these guidelines, in preparation for uploading into Ringtail. Background on Ringtail appears below (for info only) but the Ringtail step will be handled by PCO IT.

Every individual who has relevant documents is asked to create a subfolder within each of the four (4) folders above, as required. Each subfolder must be named as follows: **Last Name, First Name**.

Individuals who have identified documents relevant to the Motion must read the attached protocols for preserving the documents:

i. Preservation Protocols for Custodians - Microsoft Outlook
ii. Preservation Protocol for Custodians – Local and Shared Drive on a Network

Please note the following exceptions to the Justice Canada guidance:

Preservation Protocol – Local and Shared Drives (documents on):
Point 2 indicates: You will receive an email from the Motion Coordinator in which you will be provided with the following links – There is no link provided. The folders are accessible in the usual fashion on the S:\ drive.
Point 4 (Password protected documents) makes reference to providing information to the departmental IT official. For PCO, that information is to be saved on the S:\ drive using the attached template.

Preservation Protocol – Outlook:
There are no exceptions for the instructions for saving emails but it is important to go through the steps in Annex II, Creating an Outlook Data File. Creating this file (also know as a .pst file) has a number of steps but it will save time in the end since emails saved to this data file will automatically be transfered to the folder you have created in the S:\ drive.

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Background on Ringtail

To compile the Government's response to the motion, an eDiscovery document review platform called Ringtail will be used to store all responsive documents, and to review and redact them. Two databases will be created – one rated for Secret documents, another for Protected B and unclassified documents. These databases will be housed in the Ringtail environments of the Department of Justice.

Ringtail has several analytics functions that will make document review and redaction more efficient and consistent:

- Identical documents can be identified: duplicates can be eliminated from review.
- Chains of emails can be identified and only those emails needed to provide all the content in the email chain need be reviewed.
- Documents are fully indexed and their content can be searched.
- Documents that are conceptually related can be clustered and tasked to the same reviewer.
- Workflows can direct documents to reviewers in structured assignments; progress on assignments can be monitored; when they have been reviewed, documents can be put into new workflows for quality control assessment.

Upon completion of the transmittal of the PCO holdings the Department of Justice, subject matter experts will be given access to Ringtail to review and highlight sensitive information contained in the Department's records. For the database of Protected B and unclassified documents, subject matter experts will be issued credentials and a Cryptocard to access the database remotely. The Secret database will only be accessible by visiting the Department of Justice offices.

Important: The analytics functions of Ringtail require that we collect documents in their native format: their content and metadata should not be altered.

Please complete the work of collecting records as soon as possible. If you encounter difficulties unencrypting a document, please do not hesitate to contact me by email or phone ( ). s.16(2)

Finally, please remember, this was not my idea. I'm just trying to help.

Raymond Rivet
Director, Corporate and Strategic Integration
Directeur, Intégration ministérielle et stratégique
Privy Council Office I Bureau du Conseil privé

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Simmering, William

From: Shi, Anke
Sent: Thursday, February 18, 2021 4:33 PM
To: Babad, Luke
Subject: RE: Opposition motion - Re-saving secret e-mails (with apologies from me)

Hey Luke,

Sorry for the lateness (was trying to figure out how to unencrypt Chad's emails), but both mine and Chad's secret email folders have been updated on the shared drive.

Thanks,
Anke

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Thursday, February 11, 2021 10:43 AM
To: Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Lefebvre, Alexandre <Alexandre.Lefebvre@pco-bcp.gc.ca>; Shi, Anke <Anke.Shi@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Jarvis, Saskia <Saskia.Jarvis@pco-bcp.gc.ca>; MacMaster, Sarah <Sarah.MacMaster@pco-bcp.gc.ca>
Subject: RE: Opposition motion - Re-saving secret e-mails (with apologies from me)

Hi team,

For those of you who have experienced issues moving your backup files from the OSDisk(C:) to the Shared Drive – after a great deal of discussion with IT, we've concluded it has to do with the file size and what the VPN can handle. You have two options to get around the issue:

- Separate your folder into several much smaller folders (try to keep to size or the backup file under 10,000 KB). This option will be quite time consuming, but will work from home; OR,
- Do the transfer from the office, where it should go much more quickly. But again, this requires going to the office.

Given that LHP hasn't initiated the review of the secret documents yet, I'd suggest you have some time before this needs to be done – so do it at your convenience. The exceptions are **Bonny and me** - we have some non-secret documents that need re-uploading.

Any questions? Give me a shout!
Luke

-----Original Appointment-----
From: Babad, Luke
Sent: Monday, February 8, 2021 8:39 AM
To: Babad, Luke; Bhandari, Shanu; Blanchard, Dominique; Lefebvre, Alexandre; Shi, Anke; Wong-Fortin, Bonny; Jarvis, Saskia; MacMaster, Sarah
Subject: Opposition motion - Re-saving secret e-mails (with apologies from me)
When: Tuesday, February 9, 2021 11:00 AM-11:15 AM (UTC-05:00) Eastern Time (US & Canada).
Where: Microsoft Teams Meeting

Hi team,

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

LHP has advised that all secret e-mails have to be un-encrypted before saving (this was my bad). Can we connect so I can show you how to do it? I'll also send around a cheat sheet with step-by-step instructions.

So sorry about this!
Luke

Microsoft Teams meeting

Join on your computer or mobile app
Click here to join the meeting

Or call in (audio only) s.16(2)

[redacted] Canada, Ottawa-Hull

Phone Conference ID: [redacted]
Find a local number | Reset PIN

Learn More | Meeting options

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Simmering, William

From: Wong-Fortin, Bonny
Sent: Friday, February 19, 2021 10:56 AM
To: Babad, Luke
Subject: RE: Opposition motion - Re-saving secret e-mails (with apologies from me)

Follow Up Flag: Follow up
Flag Status: Completed

I think it's done on my end.

I spent over 2 hours trying to break everything down to 10,000KB files, and was only able to finish March and April. As your recommended second option, I just tried it in the office, and it took me five minutes.

Is there any way that it can be verified that I did it properly?

From: Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Sent: Thursday, February 11, 2021 10:43 AM
To: Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Lefebvre, Alexandre <Alexandre.Lefebvre@pco-bcp.gc.ca>; Shi, Anke <Anke.Shi@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Jarvis, Saskia <Saskia.Jarvis@pco-bcp.gc.ca>; MacMaster, Sarah <Sarah.MacMaster@pco-bcp.gc.ca>
Subject: RE: Opposition motion - Re-saving secret e-mails (with apologies from me)

Hi team,

For those of you who have experienced issues moving your backup files from the OSDisk(C:) to the Shared Drive – after a great deal of discussion with IT, we've concluded it has to do with the file size and what the VPN can handle. You have two options to get around the issue:

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- Do the transfer from the office, where it should go much more quickly. But again, this requires going to the office.

Given that LHP hasn't initiated the review of the secret documents yet, I'd suggest you have some time before this needs to be done – so do it at your convenience. The exceptions are **Bonny and me** - we have some non-secret documents that need re-uploading.

Any questions? Give me a shout!
Luke

-----Original Appointment-----
From: Babad, Luke
Sent: Monday, February 8, 2021 8:39 AM
To: Babad, Luke; Bhandari, Shanu; Blanchard, Dominique; Lefebvre, Alexandre; Shi, Anke; Wong-Fortin, Bonny; Jarvis, Saskia; MacMaster, Sarah
Subject: Opposition motion - Re-saving secret e-mails (with apologies from me)
When: Tuesday, February 9, 2021 11:00 AM-11:15 AM (UTC-05:00) Eastern Time (US & Canada).
Where: Microsoft Teams Meeting

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Hi team,

LHP has advised that all secret e-mails have to be un-encrypted before saving (this was my bad). Can we connect so I can show you how to do it? I'll also send around a cheat sheet with step-by-step instructions.

So sorry about this!
Luke

Microsoft Teams meeting

Join on your computer or mobile app s.16(2)
Click here to join the meeting

Or call in (audio only)

[redacted] Canada, Ottawa-Hull
Phone Conference ID: [redacted]
Find a local number | Reset PIN

Learn More | Meeting options

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Simmering, William

From: Jeffrey, Tamara
Sent: Friday, February 19, 2021 2:43 PM
To: Cintrat, Jean; Welbourne, Maia
Cc: Peppy, Shaun
Subject: HESA - John Barlow motion

Good Afternoon,

Please note that the Standing Committee on Health has adopted (6 yay – 5 nay) a motion by CPC MP John Barlow to require the government to provide the contracts for Canada's seven vaccine agreements with suppliers as amended. The amendment guarantees that the documents are provided in both official languages.

The exact wording of the motion will be provided as soon as it is available.

Thank you,

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted] s.16(2)
Tamara.Jeffrey@pco-bcp.gc.ca

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Simmering, William

From: Peppy, Shaun
Sent: Friday, February 19, 2021 5:53 PM
To: Sanjay Vachali
Cc: Jeffrey, Tamara
Subject: Re: Vaccine agreements -- Barlow Motion just adopted at HESA

Hi Sanjay,

Yes, I'll get in touch.

Shaun

On Feb 19, 2021, at 5:44 PM, Sanjay Vachali <Sanjay.Vachali@tpsgc-pwgsc.gc.ca> wrote:

Tamara, Shaun:

It is our understanding that the Law Clerk does not have these agreements in his possession. Can we discuss this early next week?

Regards,

Sanjay William Vachali

Gestionnaire, Division de la politique, de la transparence et publications proactives de l'AIPRP
Services publics et Approvisionnement Canada / Gouvernement du Canada
sanjay.vachali@tpsgc-pwgsc.gc.ca / Tél. : 873-353-4131

Manager, ATIP Policy, Transparency and Proactive Publication Division
Public Services and Procurement Canada / Government of Canada
sanjay.vachali@pwgsc-tpsgc.gc.ca / Tel: 873-353-4131

Here is the wording:

That the Chair of the committee write to the Law Clerk and Parliamentary Counsel inquiring on whether or not the contracts for Canada's seven vaccine agreements with suppliers have been provided to his office as part of the motion adopted on October 26, 2020 by the House of Commons.

Should the law clerk have copies of any of these documents, that the committee instruct the law clerk to prioritize the translation of these documents and that these documents be published as soon as possible in accordance with the parameters set out in the house motion.

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If the law clerk does not have such documents, that the committee request from the government the contracts for Canada's seven vaccine agreements with suppliers be tabled with the committee, that the documents be vetted in accordance with the parameters set out in the house motion, and that the members of the Standing Committee on Health review these documents in camera.

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Simmering, William

From: Cintrat, Jean
Sent: Saturday, February 20, 2021 11:34 AM
To: Halucha, Paul; Henry, Barbara; Robinson, Jodi; Setlakwe, Lisa; Schwendt, Steven; Shannon, Tara; Bouchard, Chantal; Blanchard, Dominique; Wong-Fortin, Bonny; Baird, Louise; Lynch, Matthew; Brochet, Vanessa; Roussy, Daniel; van Dieen, Jodie; Bisson, Melissa; Butara, Frank; Rivet, Raymond; Tessier, Jean; Chretien, Kimberley; Muir, Alexandra; Malone, Lorna; Champoux, Elizabeth; Adler, Jeremy; Harty, Siobhan; Brunelle-Côté, Antoine; MacKillop, Ken; Perreault, Claudie; Bowles, Louise; Fung, Jennifer; Fee, Stuart; Neilson, David; Kasouf, Steven; Charlebois, Philippe; Massabki, Myriam; Dewar, Julia; Rivet, Raymond; Massabki, Myriam
Cc: Jeffrey, Tamara; Mulkins, Marta; Welbourne, Maia
Subject: Oct 26 motion COVID-19

Please find below the link to documents tabled in the House yesterday.
Veuillez trouver plus bas le lien vers les documents déposés en Chambre hier.

https://www.ourcommons.ca/content/Committee/Motion2020-10-26/2021-02-19-SPDP-8550-432-1-04/documents-e.html

Jean Cintrat
Directeur des Opérations, Affaires parlementaires
Bureau du Conseil privé / Gouvernement du Canada
Director of Operations, Parliamentary Affairs
Privy Council Office / Government of Canada
jean.cintrat@pco-bcp.gc.ca

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Simmering, William

From: Mondou, Isabelle
Sent: Saturday, February 20, 2021 6:05 PM
To: Butara, Frank; Massabki, Myriam; MacKillop, Ken
Subject: Fwd: FYA- motion posting -

Thanks Myriam. I believe there is a second document of concern.

Sent from my iPhone

Begin forwarded message:

From: "Massabki, Myriam" <Myriam.Massabki@pco-bcp.gc.ca> s.19(1)
Date: February 20, 2021 at 6:02:01 PM EST
To: [redacted]@pmo-cpm.gc.ca>, [redacted]@pmo-cpm.gc.ca>, [redacted]@pmo-cpm.gc.ca>, [redacted]@pmo-cpm.gc.ca>, [redacted]@pmo-cpm.gc.ca>, [redacted]@pmo-cpm.gc.ca>, [redacted]@pmo-cpm.gc.ca>
Cc: "MacKillop, Ken" <Ken.MacKillop@pco-bcp.gc.ca>, "Mondou, Isabelle" <Isabelle.Mondou@pco-bcp.gc.ca>, "Patterson, Adine" <Adine.Patterson@pco-bcp.gc.ca>, "Charlebois, Philippe" <Philippe.Charlebois@pco-bcp.gc.ca>, "Butara, Frank" <Frank.Butara@pco-bcp.gc.ca>
Subject: FYA- motion posting -

PMO colleagues,

FYA. PSPC have flagged a document of concern in an email released by PMO for the motion contains confidential business information (rapid test pricing).

Here it is: https://ourcommons.azureedge.net/data/Motion2020-10-26/2021-02-19-SPDP-8550-432-1-04/HESA_PMO-BPM_0003307_E.pdf.

The sensitive information is really the costs and prices of rapid test –

[redacted] s.21(1)(b)

We are working with PSPC on responsive lines.

Myriam

Myriam Massabki
Directrice générale des opérations p.i. A/Director General, Operations s.16(2)
Communications, BCP/PCO
85, Sparks, Ottawa, ON
Cell: [redacted]

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Simmering, William

From: Mondou, Isabelle
Sent: Saturday, February 20, 2021 6:59 PM
To: Donovan, John
Subject: Fwd: FYA- motion posting -
Attachments: HESA_PMO-BPM_0003305_E.pdf; HESA_PMO-BPM_0003328_E (2).pdf; HESA_PMO-BPM_0003307_E (1).pdf

Looping you in.

Sent from my iPhone

s.19(1)

Begin forwarded message:

From: "Mondou, Isabelle" <Isabelle.Mondou@pco-bcp.gc.ca>
Date: February 20, 2021 at 6:57:13 PM EST
To: [redacted]@pmo-cpm.gc.ca>, [redacted]@pmo-cpm.gc.ca>
Cc: [redacted]@pmo-cpm.gc.ca>, [redacted]@pmo-cpm.gc.ca>, [redacted]@pmo-cpm.gc.ca>, [redacted]@pmo-cpm.gc.ca>, [redacted]@pmo-cpm.gc.ca>, "MacKillop, Ken" <Ken.MacKillop@pco-bcp.gc.ca>, "Patterson, Adine" <Adine.Patterson@pco-bcp.gc.ca>, "Charlebois, Philippe" <Philippe.Charlebois@pco-bcp.gc.ca>, "Butara, Frank" <Frank.Butara@pco-bcp.gc.ca>, "Massabki, Myriam" <Myriam.Massabki@pco-bcp.gc.ca>
Subject: Re: FYA- motion posting -

PSPC has flagged that three documents (attached) that were provided to the Law Clerk by PMO in response to the Order for the production of papers related to the Covid response include Confidential Business Information or otherwise sensitive third party information. These documents are currently on a parliamentary web site with the other documents tabled to date.

There are two separate issues:

s.23

[redacted]

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The second relates to an email regarding the rapid test BD Veritor. The sensitive information relates to the contract costs and prices – PSPC has noted that based on past experience where the government has inadvertently shared this type of information it has often resulted in legal action by the supplier. PSPC has advised the company of the disclosure, using its normal protocols.

PCO advice is that the Law Clerk be asked to remove these documents from the web site. The deputy Clerk is in contact with Brian on this issue.

Myriam and Adine are working with PSPC and Justice on media lines. Please let us know if you have any questions.

Sent from my iPhone

On Feb 20, 2021, at 6:02 PM, Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca> wrote:

PMO colleagues,

FYA. PSPC have flagged a document of concern in an email released by PMO for the motion contains confidential business information (rapid test pricing).

Here it is: https://ourcommons.azureedge.net/data/Motion2020-10-26/2021-02-19-SPDP-8550-432-1-04/HESA_PMO-BPM_0003307_E.pdf.

The sensitive information is really the costs and prices of rapid test –

[redacted] **s.21(1)(b)**

We are working with PSPC on responsive lines.

Myriam

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Myriam Massabki
Directrice générale des opérations p.i. A/Director General, Operations
Communications, BCP/PCO
85, Sparks, Ottawa, ON
Cell: [redacted]

s.16(2)

Available Online // Disponible en ligne

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McKenna, Neil

From: Church, Leslie (SPAC/PSPC) <leslie.church@canada.ca>
Sent: Thursday, April 23, 2020 8:35 AM
To: Stickney, Matt
Cc: Kim, Sabrina
Subject: FW: 7AM Call

Latest update…

Begin forwarded message:

From: André Fillion <Andre.Fillion@tpsgc-pwgsc.gc.ca>
Date: April 23, 2020 at 7:46:20 AM EDT
To: Michael Vandergrift <Michael.Vandergrift@tpsgc-pwgsc.gc.ca>, Bill Matthews <Bill.Matthews@tpsgc-pwgsc.gc.ca>, James Stott <James.Stott@tpsgc-pwgsc.gc.ca>, Duncan Retson <Duncan.Retson@pwgsc-tpsgc.gc.ca>, Michael Mills <Michael.Mills@tpsgc-pwgsc.gc.ca>, Arianne Reza <Arianne.Reza@tpsgc-pwgsc.gc.ca>
Cc: Nathalie Nye <Nathalie.Nye@tpsgc-pwgsc.gc.ca>, Crystal Allan <Crystal.Allan@tpsgc-pwgsc.gc.ca>, Tom von Schoenberg <Tom.vonSchoenberg@tpsgc-pwgsc.gc.ca>, "Sylvain Cardinal (R)" <Sylvain.R.Cardinal@tpsgc-pwgsc.gc.ca>
Subject: 7AM Call

- CargoJet flight landed last night at 10:15PM in Hamilton tonight with 8M surgical masks and 100k N95s as well as Quebec PPE.
- Today's and tomorrow's flights essentially for other jurisdictions.
- Tango has sent 500k N95 masks to Mtl on an opportunity flight that had excess capacity – we are asking PHAC to quickly get them tested as they will be representative of quality expected going fwd.
- Lots of shipments arriving the warehouse this week therefore next week will see a lot of N95s and surgical masks delivered.
- Starting to look at sea shipment options by commodity (ex: gloves). Will look at option to send initial orders by airplane until there are enough quantities in Canada to allow the 20-30 day sea shipment delay.
- New Standard Operating Procedure is in place by Bollore to have cargo stored in their Kunshan dedicated warehouse outside of Shanghai airport. First shipments are being delivered there today.
- Tango Communications came to Ottawa from Montreal today to meet with PHAC chief engineer and to review N95 test procedures. Overall, mtg reported as being highly productive. They looked at approximately 200 masks fm last weekend's flights – good quality observed including straps and nose clips but still awaiting filter performance test results.

Available Online // Disponible en ligne

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Krizus, Astrid

From: Hird, Mac
Sent: Thursday, October 22, 2020 3:30 PM
To: Krizus, Astrid; Hage-Moussa, Vanessa; fitz-morris, James (SPAC/PSPC); Theis, Rick
Subject: RE: BD contract for rapid test

And Astrid, just to reconcile a different chain that I'm on with PSCP, re: Medicago we can drop in the number of doses, in red below.

To begin with, we're providing up to $173 million for Quebec City-based Medicago, to advance their vaccine candidate and create a production facility in Quebec City. Our government also has an agreement with the company to supply up to 76 million doses of their vaccine.

From: Krizus, Astrid <Astrid.Krizus@pmo-cpm.gc.ca>
Sent: Thursday, October 22, 2020 2:56 PM
To: Hage-Moussa, Vanessa <Vanessa.Hage-Moussa@pmo-cpm.gc.ca>; fitz-morris, James (SPAC/PSPC) <james.fitz-morris@canada.ca>; Theis, Rick <Rick.Theis@pmo-cpm.gc.ca>; Hird, Mac <Mac.Hird@pmo-cpm.gc.ca>
Subject: RE: BD contract for rapid test

James, does this work for you for the PM mention of BD in tomorrow's speech?

To ensure that we have as many resources available as possible, Health Canada has also authorized another rapid test, the BD Veritor.
This is a handheld device that can process a test every 15 minutes.
Canada has a contract for 7.6 million of these tests, including millions by the end of this year.

From: Hage-Moussa, Vanessa <Vanessa.Hage-Moussa@pmo-cpm.gc.ca>
Sent: Thursday, October 22, 2020 2:53 PM
To: fitz-morris, James (SPAC/PSPC) <james.fitz-morris@canada.ca>; Theis, Rick <Rick.Theis@pmo-cpm.gc.ca>; Hird, Mac <Mac.Hird@pmo-cpm.gc.ca>
Cc: Krizus, Astrid <Astrid.Krizus@pmo-cpm.gc.ca>
Subject: RE: BD contract for rapid test

Thanks James – adding Astrid

From: fitz-morris, James (SPAC/PSPC) <james.fitz-morris@canada.ca>
Sent: Thursday, October 22, 2020 2:19 PM
To: Hage-Moussa, Vanessa <Vanessa.Hage-Moussa@pmo-cpm.gc.ca>; Theis, Rick <Rick.Theis@pmo-cpm.gc.ca>; Hird, Mac <Mac.Hird@pmo-cpm.gc.ca>
Subject: BD contract for rapid test

Hello,

Here is the thumbnail of the contract with BD:

Available Online // Disponible en ligne

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

The **initial order for 600 analyzers (to be delivered by the end of 2020) and 7.6M tests (2.1M to be delivered by the end of 2020, the rest – in Q1 2021) is for $244.9M.** The option for an additional 1,572 analyzers (to be delivered by the end of Q1 2020) is worth $0.7M, for a maximum contract value of $245.6M.

Key considerations:

- This testing solution is similar to Cepheid's GenExpert and Abbott's ID Now in that it uses a **small point of care analyzer**; however, it relies on **antigen** technology, like the Abbott Panbio test. It delivers a result in 15 minutes.

- The contract is in response to a PHAC requisition and the **test received HC regulatory authorization on October 10**.

- The **price of the consumables** for each incremental test is **$28** which is higher than the unit cost of Panbio ($6.55) but lower than GenExpert ($45-50) and ID Now ($35).

- The expected **sensitivity of this test is 84%** which exceeds the minimum threshold of 80% set by Health Canada for antigen tests (the specificity is 100%). However, this is still significantly lower than the sensitivity of the other tests that we have procured so far (all are above 93%). It means that if a person is negative, it is highly unlikely that the test will generate a false positive; yet, for every 100 COVID-positive people tested, 16 would get false negatives results. This could be managed if the test is deployed for testing lower risk groups and Minister Hajdu's office have confirmed that Health Canada will issue deployment guidelines before they distribute any tests to PTs.

- HC has investigated the recent **reports out of Nevada** that the tests produce too many false positives and confirmed that the false positive rate is within the expected margin of error. In addition, the NML is performing further evaluations and no tests will be shipped before that study is completed. PSPC and BD have agreed that in case the NML decides not to accept the test following their study, the contract will be terminated by mutual consent.

James Fitz-Morris
Directeur des communications / Director of Communications
Cabinet de la ministre des Services publics et de l'Approvisionnement / Office of the Minister of Public Services and Procurement
james.fitz-morris@canada.ca
Cell : 613-698-2387

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McKenna, Neil

From: Kim, Sabrina
Sent: Friday, April 17, 2020 10:00 PM
To: Stickney, Matt; Theis, Rick; Zimmerman, Shannon; Lamothe, Colleen; Holland, Alyx; Clow, Brian; Chin, Ben; Duchesneau, Olivier; Deagle, Jordan; Khalil, Samantha
Cc: Saini, Sabina (HC/SC); leslie.church@canada.ca; Dunn, Ryan (Ext.)
Subject: Procurement Call - April 17

Hi – pls see below for a summary of tonight's call.

Few things – still quite a few quality issues with the KN95s from China (500k did not pass the efficiency test). More samples have been sent for testing in any case.

Good news – NRC confirmed domestic quality control testing can start taking place this weekend (they've just received the machines). Once the guanidinium comes in from China – Luminultra will be producing enough reagent to cover 7.5 million tests which gives us 15 weeks worth of testing.

Officials said they haven't heard any concerns from P/Ts on swab shortages lately. We're also in much better shape on swabs than we were in last week (full update at the end). Officials are aiming to have an analysis of how many surgical masks the general public will need when the economy starts to slowly re-open (currently, South Koreans consume 90m surgical masks per week).

Also – here's a newer update from Leslie's officials that just came in (thanks Leslie!):

- Cargo Jet landed in Hamilton
- National Air should land in Pearson in next hour
- Reagent chemical is cleared and ready to load on Air Canada commercial cargo and scheduled to depart at 3:55AM arriving Pearson 6:30PM tomorrow (Saturday)
- 1M Tango N95 masks returned from Bollore warehouse to factory for quality control. Tests being conducted by Tango on next shipments to reduce the risk of poor quality.
- Truck line up at Shanghai airport over 40hrs long.
- CargoJet temporary permit will end Thursday. Application for extension or permanent status being handled by Embassy. Will know early next week. Meanwhile, in discussion with Air Canada to book replacement flights for late next week.
- Next two flights leaving Shanghai on Saturday (Air Canada and CargoJet)

Call Summary

New orders

- N95 NIOSH – 14 million masks to come over the next three weeks from China
- Finalizing deal on 50 million surgical masks
- Bought 50 million vinyl gloves
- Going to start to focus more heavily on things like thermometers, standing order for 15 million bags of various sizes
- Fair bit of domestic procurement lately – notably the Stryker deal that was closed quickly
- 14 proposals being looked at for Cdn domestic production of face shields – 9 out for signature tonight
    - Order for 40 million face shields collectively – will be a nice story hopefully for tmrw or the day after

Flights

- **Two flights coming in tonight – 9pm & 930pm (Hamilton & Pearson)**

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    - Between the two, about 2.7 million KN95s from TANGO and 65k Primed protective coveralls
    - Some products for other jurisdictions on these flights too
        - Various loads of masks & gowns for QC and ON in one of the flights & various loads of masks & medical accessories for QC on the other
    - Some products for Red Cross also on these flights (on one – masks & isolation suits; on the other – masks)
- Two flights leaving Shanghai on Sunday
- Some delays entering the airport at Shanghai
- We've slowed down delivery of N95 deliveries of TANGO masks in light of the challenges
    - Some of the masks have been returned to factories for quality assurance checks

FAC update

- Still grappling with some of the quality issues with KN95s from TANGO
- 500k came back at 94.8% from efficiency tests (none of them tested above 95 so they cannot be used for now; will keep as a last resort)
- We have sent more samples out for testing
- Every province has given us a final order on Stryker – the supply perfectly equals demand (82 machines to satisfy 82 P/T demands)
- Bell Canada wants to offer 2 million KN95s – will give some directly to provinces and some to us
    - 2 million is the # of masks received in total by P/Ts and by the fed gov
    - We're getting 500k directly to ON, 500k to QC and 500k to us, not sure about the fourth 500k g
    - Note that these masks still need to be tested
- **NRC said domestic testing capacity is going to be operational this weekend** (they've received the machine & it is being set up as we speak)

Reagent

- Things are going well
- Extraction reagent from Luminultra continues to be on schedule
- They will move to 500k tests every Monday for shipment beginning the week of April 27th
- Expect 3 tonnes of guanidinium to arrive tmrw from China – with that 3 tonnes in hand – Luminultra will be producing enough reagent to cover 7.5 million tests which gives us 15 weeks worth of testing

Swabs

- Haven't heard any P/T pressures on swab shortages lately
- We sent two more King Fisher testing machines to QC so they now have 4; also some to NS
- Medicom will provide 44m masks for us; note that QC is also buying 60m masks from Medicom per year – so they're a major Cdn mask supplier
- **Important to note that South Koreans consume 90 million surgical masks per week right now**
    - When will we get an analysis on how much Canada will need?
        - Hopefully a draft early next week; will be an important piece when we gradually re-open the economy
- 3M regular 500k shipment to P/Ts will take place this weekend unimpeded from the U.S.
- Contract getting finalized on swab sterilization with company in Maribel, QC (in context of 300k faulty swabs)
- Overnight, Puritan (premier swab maker) said they'd augment our initial order for 100k swabs & add an additional 100k swabs
- DB also gave us another 170k swabs
- So between Puritan & DB – we were able to procure 270k swabs overnight
- We're also negotiating 2-3 million swabs from South Korea
- Also working on swab order for a smaller amount with a Japanese swab maker
- Finalizing a contract for UAE for about half a million swabs
- So we'll have about 11.8m swabs procured

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- With additional swabs from South Korea, Japanese and UAE – that means hopefully another 3 million & a close to steady supply over the next few weeks of about 14 million swabs

Other

- PHAC said that this week, we'll ship 1.1M N95 products to P/Ts. PM said it in his remarks earlier. Safe to say this happened if he's asked?
  - There have been no problems with deliveries this week so yes – safe to say that is right.

Sabrina Kim
Issues Advisor / Conseillère en enjeux
Office of the Prime Minister / Cabinet du premier ministre
613-795-7803

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Simmering, William

From: Tremblay, Christyne
Sent: Saturday, February 20, 2021 4:17 PM
To: Bill Matthews; Stephen Lucas; Iain Stewart
Cc: Nathalie Drouin; Welbourne, Maia; Nathalie Drouin; Mondou, Isabelle
Subject: motion posting -
Attachments: HESA_PMO-BPM_0003307_E (1).pdf; ATT00001.htm

Bonjour,

Sorry to brother you on a Saturday. We have been informed that some CBI has been released in one of the PMO documents that been tabled by the Law Clerk. It went directly from PMO to the Law Clerk.

The sensitive information is really the costs and prices - [redacted] s.21(1)(b)

[redacted]

As Maia mentioned even If we seek to have the Law Clerk's assistance to remove the document from the web site, as suggested by PSPC, it will have been available publicly for some time already. I am not sure that we will succeed neither.

Before we engage the Law Clerk and PMO on this, I would like to get your advice and assessment. Is it really an issue and damaging ? Maybe it will attract even more attention if we try to remove the document from the web site.

Please let me know your view please.

In all cases, we will prepare lines with Isabelle.
Thanks,
Christyne

The initial order for 600 analyzers (to be delivered by the end of 2020) and 7.6M tests (2.1M to be delivered by the end of 2020, the rest —in Q12021) is for $244.9M. The option for an additional 1,572 analyzers (to be delivered by the endof012020)isworth$0.7M,foramaximumcontractvalueof$245.6M.

Key considerations:
This testing solution is similar to Cepheid's GenExpert and Abbott's ID Now in that it uses a small point of care analyzer; however, it relies on antigen technology, like the Abbott Panbio test. It delivers a result in 15 minutes.
The contract is in response to a PHAC requisition and the test received HC regulatory authorization on October 10.

[redacted]

s.21(1)(a)
s.21(1)(b)

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HChas investigated the recent reports out of Nevada that the tests produce too many false positives and confirmed that the false positive rate is within the expected margin of error. In addition, the NML is performing further evaluations and no tests will be shipped before that study is completed. PSPCand BD have agreed that in case the NML decides not to accept the test following their study, the contract will be terminated by mutual consent.

[redacted] s.19(1)

Cabinet de la ministre des Services publics et de l'Approvisionnement / Office of the Minister of Public Services and Procurement

Sent from my iPad

Begin forwarded message:

From: "Welbourne, Maia" <Maia.Welbourne@pco-bcp.gc.ca>
Date: February 20, 2021 at 2:51:52 PM EST
To: "Tremblay, Christyne" <Christyne.Tremblay@pco-bcp.gc.ca>, "Mondou, Isabelle" <Isabelle.Mondou@pco-bcp.gc.ca>, "van Dieen, Jodie" <Jodie.vanDieen@pco-bcp.gc.ca>
Cc: "Cintrat, Jean" <Jean.Cintrat@pco-bcp.gc.ca>, "Fee, Stuart" <Stuart.Fee@pco-bcp.gc.ca>
Subject: FW: motion posting

Hi – It would appear that some CBI has been released in one the PMO documents that been tabled by the Law Clerk.

Suggest we flag to PMO and confirm what they would like us to do in terms of next steps (for instance, seek to have the Law Clerk's assistance in removing the document from the web site as suggested below by PSPC). As you'll recall, documents from PMO went directly to the LC without passing through PCO.

Even if we do manage to have it removed, it'll have been available publicly for some time.

I imagine we'll need some responsive media lines.

Welcome your views.

Thanks
Maia

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Saturday, February 20, 2021 2:25 PM
To: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Subject: FW: motion posting
Importance: High

From: James Stott <James.Stott@tpsgc-pwgsc.gc.ca>
Sent: Saturday, February 20, 2021 2:15 PM
To: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Annie Plouffe <Annie.Plouffe@tpsgc-pwgsc.gc.ca>; Laura Corkill <Laura.Corkill@tpsgc-pwgsc.gc.ca>
Subject: motion posting
Importance: High

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Good morning Marta,

I have been informed that an email released by PMO for the motion contains confidential business information (rapid test pricing). Can we engage the Law Clerk about having it removed? Here it is: https://ourcommons.azureedge.net/data/Motion2020-10-26/2021-02-19-SPDP-8550-432-1-04/HESA_PMO-BPM_0003307_E.pdf.

Thanks,

James

Available Online // Disponible en ligne

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Cc: Krizus, Astrid <Astrid.Krizus@pmo-cpm.gc.ca>
Subject: RE: BD contract for rapid test

Thanks James – adding Astrid

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Sent: Thursday, October 22, 2020 2:19 PM
To: Hage-Moussa, Vanessa <Vanessa.Hage-Moussa@pmo-cpm.gc.ca>; Theis, Rick <Rick.Theis@pmo-cpm.gc.ca>; Hird, Mac <Mac.Hird@pmo-cpm.gc.ca>
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James Fitz-Morris
Directeur des communications / Director of Communications
Cabinet de la ministre des Services publics et de l'Approvisionnement / Office of the Minister of Public Services and Procurement
james.fitz-morris@canada.ca
Cell : 613-698-2387

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Simmering, William

From: Mondou, Isabelle
Sent: Saturday, February 20, 2021 8:00 PM
To: MacKillop, Ken
Cc: Massabki, Myriam; Mukherjee, Mistu; Media Centre / Centre des medias (PCO/BCP); Rivet, Raymond; Donovan, John
Subject: Re: FYA- motion posting -

Good idea Ken.

Sent from my iPhone

On Feb 20, 2021, at 7:41 PM, MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca> wrote:

Hi Isabelle, this will likely not be the only occurrence of documents being released given the sheer volume of docs being disclosed. We will need to address why these docs did not go through the same redaction process as the others at some point.

Adding PCO media relations in the event that we eventually take calls on this from media.

Thanks

Ken

s.19(1)

From: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Sent: February 20, 2021 6:57 PM
To: [redacted]@pmo-cpm.gc.ca>; [redacted]@pmo-cpm.gc.ca>
Cc: [redacted]@pmo-cpm.gc.ca>; [redacted]@pmo-cpm.gc.ca>; [redacted]@pmo-cpm.gc.ca>; [redacted]@pmo-cpm.gc.ca>; [redacted]@pmo-cpm.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>; Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>
Subject: Re: FYA- motion posting -
Importance: High

PSPC has flagged that three documents (attached) that were provided to the Law Clerk by PMO in response to the Order for the production of papers related to the Covid response include Confidential Business Information or otherwise sensitive third party information. These documents are currently on a parliamentary web site with the other documents tabled to date.

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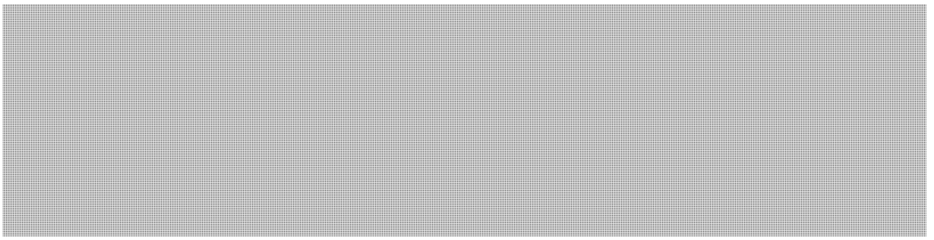
There are two separate issues:

s.23



The second relates to an email regarding the rapid test BD Veritor. The sensitive information relates to the contract costs and prices – PSPC has noted that based on past experience where the government has inadvertently shared this type of information it has often resulted in legal action by the supplier. PSPC has advised the company of the disclosure, using its normal protocols.

PCO advice is that the Law Clerk be asked to remove these documents from the web site. The deputy Clerk is in contact with Brian on this issue.

Myriam and Adine are working with PSPC and Justice on media lines. Please let us know if you have any questions.

Sent from my iPhone

On Feb 20, 2021, at 6:02 PM, Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca> wrote:

PMO colleagues,

FYA. PSPC have flagged a document of concern in an email released by PMO for the motion contains confidential business information (rapid test pricing).

Here it is: https://ourcommons.azureedge.net/data/Motion2020-10-26/2021-02-19-SPDP-8550-432-1-04/HESA_PMO-BPM_0003307_E.pdf.

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

The sensitive information is really the costs and prices of rapid test –

[redacted] s.21(1)(b)

We are working with PSPC on responsive lines.

Myriam

Myriam Massabki
Directrice générale des opérations p.i. A/Director General, Operations Communications, BCP/PCO
85, Sparks, Ottawa, ON
Cell: [redacted] s.16(2)

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Simmering, William

From: Mondou, Isabelle
Sent: Saturday, February 20, 2021 6:22 PM
To: Patterson, Adine
Cc: Massabki, Myriam; Donovan, John; MacKillop, Ken
Subject: Re: motion posting -

Myriam, Adine, s.23

Un gros merci à vous deux. [redacted]

Je vous envoie le courriel de LHP des que je ke reçoit.

Merci encore.

Sent from my iPhone

> On Feb 20, 2021, at 6:06 PM, Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca> wrote:
>
> Thanks Myriam,
>
> I just spoke to Frank. Also looping in John if we need lines on related rapid test kit and masks re: pricing and contracting.
>
> We will stand by as I understand you are giving PMO a head ups.
>
> Adine
>
> Adine Patterson
>
> Senior Analyst, Strategic Communications
> Privy Council Office / Government of Canada
> adine.patterson@pco.gc.ca<mailto:adine.patterson@pco.gc.ca> / Tel: 613-302-6850
>
> Analyste principale,Communications stratégiques
> Bureau du Conseil privé / Gouvernement du Canada
> adine.patterson@bcp.gc.ca<mailto:adine.patterson@bcp.gc.ca> / tél: 613-302-6850
>
> > On Feb 20, 2021, at 5:36 PM, Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca> wrote:
> >
> > Bonjour Isabelle.
> > Je n'ai pas eu de courriel de James. Je copie Adine qui aurait pu en recevoir.
> > J'informe PMO.
> > Myriam

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Envoyé de mon iPhone

Le 20 févr. 2021 à 17:23, Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca> a écrit :

Is James looping pop PCO Comm or is he only talking to LHP? Can we loop in PMO Comm?

Sent from my iPhone

Begin forwarded message:

From: "Tremblay, Christyne" <Christyne.Tremblay@pco-bcp.gc.ca>
Date: February 20, 2021 at 4:20:35 PM EST
To: Bill Matthews <Bill.Matthews@tpsgc-pwgsc.gc.ca>, Stephen Lucas <stephen.lucas@canada.ca>, Iain Stewart <iain.stewart@canada.ca>
Cc: Nathalie Drouin <Nathalie.G.Drouin@justice.gc.ca>, "Welbourne, Maia" <Maia.Welbourne@pco-bcp.gc.ca>, "Mondou, Isabelle" <Isabelle.Mondou@pco-bcp.gc.ca>
Subject: Re: motion posting -

s.23 Another document of concern to PSPC. [redacted]

s.21(1)(b) [redacted] My remarks in the previous email applied to this case also....

Thanks,

Christyne

From: James Stott <James.Stott@tpsgc-pwgsc.gc.ca>
Sent: Saturday, February 20, 2021 3:01 PM
To: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: Re: motion posting

s.23 [redacted]

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Sent from my iPhone

On Feb 20, 2021, at 2:54 PM, Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca> wrote:

Hi James – yes, I've just flagged the issue up the line here and will confirm next steps ASAP. Possible to send the other document(s) causing concern from your perspective?

Maia

From: James Stott <James.Stott@tpsgc-pwgsc.gc.ca>
Sent: Saturday, February 20, 2021 2:20 PM
To: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Subject: FW: motion posting
Importance: High

Hi Maia,

Have not heard back on the following. Can you help? I have also been made aware of another release from PMO that also contains information that we are protecting [redacted] Would be very helpful if

s.21(1)(a)
s.21(1)(b)
s.23

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both this and the message below were removed from the public positing asap.

Thanks,

james

From: James Stott
Sent: February 20, 2021 7:24 AM
To: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Annie Plouffe <Annie.Plouffe@tpsgc-pwgsc.gc.ca>; Laura Corkill <Laura.Corkill@tpsgc-pwgsc.gc.ca>
Subject: motion posting
Importance: High

Good morning Marta,

I have been informed that an email released by PMO for the motion contains confidential business information (rapid test pricing). Can we engage the Law Clerk about having it removed? Here it is: https://ourcommons.azureedge.net/data/Motion2020-10-26/2021-02-19-SPDP-8550-432-1-04/HESA_PMO-BPM_0003307_E.pdf.

Thanks,

James

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Sent from my iPad

On Feb 20, 2021, at 4:16 PM, Tremblay, Christyne <Christyne.Tremblay@pco-bcp.gc.ca> wrote:

Bonjour,

Sorry to brother you on a Saturday. We have been informed that some CBI has been released in one of the PMO documents that been tabled by the Law Clerk. It went directly from PMO to the Law Clerk.

s.21(1)(b)

The sensitive information is really the costs and prices -

As Maia mentioned even If we seek to have the Law Clerk's assistance to remove the document from the web site, as suggested by PSPC, it will have been available publicly for some time already. I am not sure that we will succeed neither.

Before we engage the Law Clerk and PMO on this, I would like to get your advice and assessment. Is it really an issue and damaging ? Maybe it will attract even more attention if we try to remove the document from the web site.

Please let me know your view please.

In all cases, we will prepare lines with Isabelle.
Thanks,
Christyne

_____
_____

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[redacted]

s.21(1)(b)

Key considerations:
This testing solution is similar to Cepheid's GenExpert and Abbott's ID Now in that it uses a small point of care analyzer; however, it relies on antigen technology, like the Abbott Panbio test. It delivers a result in 15 minutes.
The contract is in response to a PHAC requisition and the test received HC regulatory authorization on October 10.

[redacted]

s.21(1)(a)
s.21(1)(b)

HChas investigated the recent reports out of Nevada that the tests produce too many false positives and confirmed that the false positive rate is within the expected margin of error. In addition, the NML is performing further evaluations and no tests will be shipped

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before that study is completed. PSPCand BD have agreed that in case the NML decides not to accept the test following their study, the contract will be terminated by mutual consent.

s.19(1)

[redacted]
Cabinet de la ministre des Services publics et de l'Approvisionnement / Office of the Minister of Public Services and Procurement

Sent from my iPad

Begin forwarded message:

From: "Welbourne, Maia" <Maia.Welbourne@pco-bcp.gc.ca>
Date: February 20, 2021 at 2:51:52 PM EST
To: "Tremblay, Christyne" <Christyne.Tremblay@pco-bcp.gc.ca>, "Mondou, Isabelle" <Isabelle.Mondou@pco-bcp.gc.ca>, "van Dieen, Jodie" <Jodie.vanDieen@pco-bcp.gc.ca>
Cc: "Cintrat, Jean" <Jean.Cintrat@pco-bcp.gc.ca>, "Fee, Stuart" <Stuart.Fee@pco-bcp.gc.ca>
Subject: FW: motion posting

Hi – It would appear that some CBI has been released in one the PMO documents that been tabled by the Law Clerk.

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Suggest we flag to PMO and confirm what they would like us to do in terms of next steps (for instance, seek to have the Law Clerk's assistance in removing the document from the web site as suggested below by PSPC). As you'll recall, documents from PMO went directly to the LC without passing through PCO.

Even if we do manage to have it removed, it'll have been available publicly for some time.

I imagine we'll need some responsive media lines.

Welcome your views.

Thanks
Maia

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Saturday, February 20, 2021 2:25 PM
To: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Subject: FW: motion posting
Importance: High

From: James Stott <James.Stott@tpsgc-pwgsc.gc.ca>
Sent: Saturday, February 20, 2021 2:15 PM
To: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Annie Plouffe <Annie.Plouffe@tpsgc-pwgsc.gc.ca>; Laura Corkill <Laura.Corkill@tpsgc-pwgsc.gc.ca>
Subject: motion posting
Importance: High

Good morning Marta,

I have been informed that an email released by PMO for the motion contains confidential business information (rapid test pricing). Can we engage the Law Clerk about having it removed? Here it is: https://ourcommons.azureedge.net/data/Motion2020-10-26/2021-02-19-SPDP-8550-432-1-04/HESA_PMO-BPM_0003307_E.pdf.

Thanks,

James

<HESA_PMO-BPM_0003307_E (1).pdf>

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Simmering, William

From: Mondou, Isabelle
Sent: Saturday, February 20, 2021 6:10 PM
To: Patterson, Adine
Cc: Massabki, Myriam; Donovan, John; MacKillop, Ken
Subject: Re: motion posting -

There is two documents. LHP should be able to assist.

Sent from my iPhone

On Feb 20, 2021, at 6:06 PM, Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca> wrote:

Thanks Myriam,

I just spoke to Frank. Also looping in John if we need lines on related rapid test kit and masks re: pricing and contracting.

We will stand by as I understand you are giving PMO a head ups.

Adine

Adine Patterson

Senior Analyst, Strategic Communications
Privy Council Office / Government of Canada
adine.patterson@pco.gc.ca<mailto:adine.patterson@pco.gc.ca> / Tel: 613-302-6850

Analyste principale,Communications stratégiques
Bureau du Conseil privé / Gouvernement du Canada
adine.patterson@bcp.gc.ca<mailto:adine.patterson@bcp.gc.ca> / tél: 613-302-6850

On Feb 20, 2021, at 5:36 PM, Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca> wrote:

Bonjour Isabelle.
Je n'ai pas eu de courriel de James. Je copie Adine qui aurait pu en recevoir.
J'informe PMO.
Myriam

Envoyé de mon iPhone

Le 20 févr. 2021 à 17:23, Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca> a écrit :

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Is James looping pop PCO Comm or is he only talking to LHP? Can we loop in PMO Comm?

Sent from my iPhone

Begin forwarded message:

From: "Tremblay, Christyne" <Christyne.Tremblay@pco-bcp.gc.ca>
Date: February 20, 2021 at 4:20:35 PM EST
To: Bill Matthews <Bill.Matthews@tpsgc-pwgsc.gc.ca>, Stephen Lucas <stephen.lucas@canada.ca>, Iain Stewart <iain.stewart@canada.ca>
Cc: Nathalie Drouin <Nathalie.G.Drouin@justice.gc.ca>, "Welbourne, Maia" <Maia.Welbourne@pco-bcp.gc.ca>, "Mondou, Isabelle" <Isabelle.Mondou@pco-bcp.gc.ca>
Subject: Re: motion posting -

Another document of concern to PSPC. [redacted]

s.23

s.21(1)(b)

[redacted] My remarks in the previous email applied to this case also....

Thanks,

Christyne

From: James Stott <James.Stott@tpsgc-pwgsc.gc.ca>
Sent: Saturday, February 20, 2021 3:01 PM
To: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: Re: motion posting

s.23

[redacted]

Sent from my iPhone

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

On Feb 20, 2021, at 2:54 PM, Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca> wrote:

Hi James – yes, I've just flagged the issue up the line here and will confirm next steps ASAP. Possible to send the other document(s) causing concern from your perspective?

Maia

From: James Stott <James.Stott@tpsgc-pwgsc.gc.ca>
Sent: Saturday, February 20, 2021 2:20 PM
To: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
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Importance: High

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s.21(1)(a)
s.21(1)(b)
s.23

Thanks,

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

james

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Sent: February 20, 2021 7:24 AM
To: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Annie Plouffe <Annie.Plouffe@tpsgc-pwgsc.gc.ca>; Laura Corkill <Laura.Corkill@tpsgc-pwgsc.gc.ca>
Subject: motion posting
Importance: High

Good morning Marta,

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Thanks,

James

Sent from my iPad

On Feb 20, 2021, at 4:16 PM, Tremblay, Christyne <Christyne.Tremblay@pco-bcp.gc.ca> wrote:

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Bonjour,

Sorry to brother you on a Saturday. We have been informed that some CBI has been released in one of the PMO documents that been tabled by the Law Clerk. It went directly from PMO to the Law Clerk.

The sensitive information is really the costs and prices -

s.21(1)(b)

As Maia mentioned even If we seek to have the Law Clerk's assistance to remove the document from the web site, as suggested by PSPC, it will have been available publicly for some time already. I am not sure that we will succeed neither.

Before we engage the Law Clerk and PMO on this, I would like to get your advice and assessment. Is it really an issue and damaging ? Maybe it will attract even more attention if we try to remove the document from the web site.

Please let me know your view please.

In all cases, we will prepare lines with Isabelle.
Thanks,
Christyne

_____
_____

s.21(1)(b)

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

s.21(1)(b)

[redacted]

Key considerations:
This testing solution is similar to Cepheid's GenExpert and Abbott's ID Now in that it uses a small point of care analyzer; however, it relies on antigen technology, like the Abbott Panbio test. It delivers a result in 15 minutes.
The contract is in response to a PHAC requisition and the test received HC regulatory authorization on October 10.

s.21(1)(a)

s.21(1)(b)

[redacted]

HChas investigated the recent reports out of Nevada that the tests produce too many false positives and confirmed that the false positive rate is within the expected margin of error. In addition, the NML is performing further evaluations and no tests will be shipped before that study is completed.
PSPCand BD have agreed that in case the NML decides not to accept the test following their study, the contract will be terminated by mutual consent.

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

[redacted]

Cabinet de la ministre des Services publics et de l'Approvisionnement / Office of the Minister of Public Services and Procurement

Sent from my iPad

Begin forwarded message:

From: "Welbourne, Maia" <Maia.Welbourne@pco-bcp.gc.ca>
Date: February 20, 2021 at 2:51:52 PM EST
To: "Tremblay, Christyne" <Christyne.Tremblay@pco-bcp.gc.ca>, "Mondou, Isabelle" <Isabelle.Mondou@pco-bcp.gc.ca>, "van Dieen, Jodie" <Jodie.vanDieen@pco-bcp.gc.ca>
Cc: "Cintrat, Jean" <Jean.Cintrat@pco-bcp.gc.ca>, "Fee, Stuart" <Stuart.Fee@pco-bcp.gc.ca>
Subject: FW: motion posting

Hi – It would appear that some CBI has been released in one the PMO documents that been tabled by the Law Clerk.

Suggest we flag to PMO and confirm what they would like us to do in terms of next steps (for instance, seek to have the Law Clerk's assistance in removing

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the document from the web site as suggested below by PSPC). As you'll recall, documents from PMO went directly to the LC without passing through PCO.

Even if we do manage to have it removed, it'll have been available publicly for some time.

I imagine we'll need some responsive media lines.

Welcome your views.

Thanks
Maia

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Saturday, February 20, 2021 2:25 PM
To: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Subject: FW: motion posting
Importance: High

From: James Stott <James.Stott@tpsgc-pwgsc.gc.ca>
Sent: Saturday, February 20, 2021 2:15 PM
To: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Annie Plouffe <Annie.Plouffe@tpsgc-pwgsc.gc.ca>; Laura Corkill

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

<Laura.Corkill@tpsgc-pwgsc.gc.ca>
Subject: motion posting
Importance: High

Good morning Marta,

I have been informed that an email released by PMO for the motion contains confidential business information (rapid test pricing). Can we engage the Law Clerk about having it removed? Here it is: https://ourcommons.azureedge.net/data/Motion2020-10-26/2021-02-19-SPDP-8550-432-1-04/HESA_PMO-BPM_0003307_E.pdf.

Thanks,

James

<HESA_PMO-BPM_0003307_E (1).pdf>

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Simmering, William

From: Mondou, Isabelle
Sent: Saturday, February 20, 2021 6:19 PM
To: Tremblay, Christyne
Cc: Welbourne, Maia; Nathalie Drouin; van Dieen, Jodie; Cintrat, Jean; Fee, Stuart; McCarthy, Emily
Subject: Re: motion posting -

Parfait!

Sent from my iPhone

> On Feb 20, 2021, at 6:18 PM, Tremblay, Christyne <Christyne.Tremblay@pco-bcp.gc.ca> wrote:
>
> Parfait Isabelle.
> Maia est en train de me préparer un courriel pour PMO. On peut peut-être se coordonner afin que les deux messages arrivent en même temps.
>
> On reste en contact.
> Christyne
>
> Sent from my iPad
>
> > On Feb 20, 2021, at 6:09 PM, Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca> wrote:
> >
> > Christyne,
> >
> > L'équipe est en contact avec PSPC pour la préparation des lignes média et un head-up sera donné sous peu à PMO Comm.
> >
> > Sent from my iPhone
> >
> > > On Feb 20, 2021, at 6:00 PM, Tremblay, Christyne <Christyne.Tremblay@pco-bcp.gc.ca> wrote:
> > >
> > > Merci beaucoup!
> > >
> > > Christyne Tremblay
> > > Sous-greffière du Conseil privé et sous-ministre des Affaires intergouvernementales
> > > Deputy Clerk of the Privy Council and Deputy Minister of Intergovernmental Affairs

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Le 20 févr. 2021 à 17:44, Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca> a écrit :

s.19(1)

Apologies, I was offline for a bit as I had an appointment. For PMO, definitely [redacted] and we've also been dealing regularly with [redacted] (who replaced [redacted] – who was the key person on the file before he left in December). I don't know [redacted]

I will draft you an email right away.

Maia

From: Tremblay, Christyne <Christyne.Tremblay@pco-bcp.gc.ca>
Sent: Saturday, February 20, 2021 5:19 PM
To: Nathalie Drouin <nathalie.g.drouin@justice.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Cc: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>; McCarthy, Emily <Emily.McCarthy@pco-bcp.gc.ca>
Subject: Fwd: motion posting -

Bonjour Nathalie et Maia,

s.21(1)(b)

s.23

[redacted]

Qui doit-on aviser à PMO ?Je peux aviser [redacted] et [redacted] ? Si c'est le cas, est-ce possible Maia svp de me préparer un courriel avec l'ensemble des informations et les documents attachés afin que je puisse les transmettre à PMO.

s.19(1)

Merci,
Christyne

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Sent from my iPad

Begin forwarded message:

From: "Tremblay, Christyne" <Christyne.Tremblay@pco-bcp.gc.ca>
Date: February 20, 2021 at 4:57:07 PM EST
To: Bill Matthews <Bill.Matthews@tpsgc-pwgsc.gc.ca>
Cc: Stephen Lucas <stephen.lucas@canada.ca>, Iain Stewart <iain.stewart@canada.ca>, Nathalie Drouin <Nathalie.G.Drouin@justice.gc.ca>, "Welbourne, Maia" <Maia.Welbourne@pco-bcp.gc.ca>, "Mondou, Isabelle" <Isabelle.Mondou@pco-bcp.gc.ca>, Les Linklater <les.linklater@canada.ca>
Subject: Re: motion posting -

Ok Bill, We will engage the Law Clerk and asked if we can remove the information from the web site. [redacted] s.21(1)(b)

Thanks
Christyne

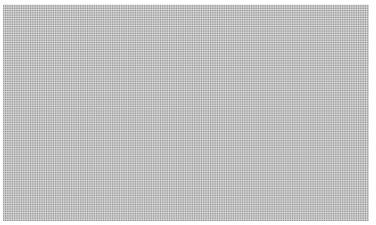
Sent from my iPad

On Feb 20, 2021, at 4:45 PM, Bill Matthews <Bill.Matthews@tpsgc-pwgsc.gc.ca> wrote:

s.21(1)(a)
s.21(1)(b)

[redacted]

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.



s.21(1)(a)

s.21(1)(b)

Sent from my iPhone

Duplicate/Duplicata - pages 1481-1484

On Feb 20, 2021, at 4:16 PM, Tremblay, Christyne <

Pages 1490 to / à 1509

are duplicates

sont des duplicatas

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Simmering, William

From: Mondou, Isabelle
Sent: Saturday, February 20, 2021 6:21 PM
To: Drouin, Nathalie G. (DM/SM)
Cc: Tremblay, Christyne; Welbourne, Maia; van Dieen, Jodie; Cintrat, Jean; Fee, Stuart; McCarthy, Emily
Subject: Re: motion posting -

s.23

[redacted]

Sent from my iPhone

> On Feb 20, 2021, at 6:19 PM, Drouin, Nathalie G. (DM/SM) <Nathalie.G.Drouin@justice.gc.ca> wrote:
>
> Merci Isabelle,
>
> [redacted] s.23
>
> Bonne soirée mesdames!
>
> Nathalie G. Drouin, Ad. E.
> Sous-ministre de la Justice et
> sous-procureure générale du Canada/
> Deputy Minister of Justice and
> Deputy Attorney General of Canada
>
>> Le 20 févr. 2021 à 18:09, Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca> a écrit :
>>
>> Christyne,
>>
>> L'équipe est en contact avec PSPC pour la préparation des lignes média et un head-up sera donné sous peu à PMO Comm.
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>>
>> Merci beaucoup!
>>
>>
>> Christyne Tremblay
>> Sous-greffière du Conseil privé et sous-ministre des Affaires
>> intergouvernementales Deputy Clerk of the Privy Council and Deputy
>> Minister of Intergovernmental Affairs Government of Canada |
>> Gouvernement du Canada
>>
>>
>> Le 20 févr. 2021 à 17:44, Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca> a écrit :
>>

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

>>
>> Apologies, I was offline for a bit as I had an appointment. For PMO, definitely [redacted], and we've also been dealing regularly with [redacted](who replaced [redacted] – who was the key person on the file before he left in December). I don't know [redacted]. s.19(1)
>>
>> I will draft you an email right away.
>>
>> Maia
>>
>> From: Tremblay, Christyne <Christyne.Tremblay@pco-bcp.gc.ca>
>> Sent: Saturday, February 20, 2021 5:19 PM
>> To: Nathalie Drouin <nathalie.g.drouin@justice.gc.ca>; Welbourne,
>> Maia <Maia.Welbourne@pco-bcp.gc.ca>
>> Cc: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; van Dieen,
>> Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; Cintrat, Jean
>> <Jean.Cintrat@pco-bcp.gc.ca>; Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>;
>> McCarthy, Emily <Emily.McCarthy@pco-bcp.gc.ca>
>> Subject: Fwd: motion posting - s.21(1)(b)
>> s.23
>> Bonjour Nathalie et Maia,
>>
[redacted]
>> s.19(1)
>> Qui doit-on aviser à PMO ?Je peux aviser [redacted] et [redacted]? Si c'est le cas, est-ce possible Maia svp de me préparer un courriel avec l'ensemble des informations et les documents attachés afin que je puisse les transmettre à PMO.
>>
>> Merci,
>> Christyne
>> Sent from my iPad
>>
>> Begin forwarded message:
>> From: "Tremblay, Christyne"
>> <Christyne.Tremblay@pco-bcp.gc.ca<mailto:Christyne.Tremblay@pco-bcp.g
>> c.ca>>
>> Date: February 20, 2021 at 4:57:07 PM EST
>> To: Bill Matthews
>> <Bill.Matthews@tpsgc-pwgsc.gc.ca<mailto:Bill.Matthews@tpsgc-pwgsc.gc.
>> ca>>
>> Cc: Stephen Lucas
>> <stephen.lucas@canada.ca<mailto:stephen.lucas@canada.ca>>, Iain
>> Stewart <iain.stewart@canada.ca<mailto:iain.stewart@canada.ca>>,
>> Nathalie Drouin
>> <Nathalie.G.Drouin@justice.gc.ca<mailto:Nathalie.G.Drouin@justice.gc.
>> ca>>, "Welbourne, Maia"
>> <Maia.Welbourne@pco-bcp.gc.ca<mailto:Maia.Welbourne@pco-bcp.gc.ca>>,
>> "Mondou, Isabelle"
>> <Isabelle.Mondou@pco-bcp.gc.ca<mailto:Isabelle.Mondou@pco-bcp.gc.ca>>
>> , Les Linklater
>> <les.linklater@canada.ca<mailto:les.linklater@canada.ca>>

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>> Subject: Re: motion posting -
>> Ok Bill, We will engage the Law Clerk and asked if we can remove the information from the web site. [redacted] s.21(1)(b)
[redacted]
>>
>> Thanks
>> Christyne
>>
>> Sent from my iPad
>>
>> s.21(1)(a)
>> On Feb 20, 2021, at 4:45 PM, Bill Matthews <Bill.Matthews@tpsgc-pwgsc.gc.ca<mailto:Bill.Matthews@tpsgc-pwgsc.gc.ca>> wrote: s.21(1)(b)
>>
[redacted]
>>
>> Sent from my iPhone
>>
>> On Feb 20, 2021, at 4:16 PM, Tremblay, Christyne <Christyne.Tremblay@pco-bcp.gc.ca<mailto:Christyne.Tremblay@pco-bcp.gc.ca>> wrote:
>> Bonjour,
>> Sorry to brother you on a Saturday. We have been informed that some CBI has been released in one of the PMO documents that been tabled by the Law Clerk. It went directly from PMO to the Law Clerk.
>> The sensitive information is really the costs and prices - [redacted] s.21(1)(b)
[redacted]
>> As Maia mentioned even If we seek to have the Law Clerk's assistance to remove the document from the web site, as suggested by PSPC, it will have been available publicly for some time already. I am not sure that we will succeed neither.
>> Before we engage the Law Clerk and PMO on this, I would like to get your advice and assessment. Is it really an issue and damaging ? Maybe it will attract even more attention if we try to remove the document from the web site.
>> Please let me know your view please.
>> In all cases, we will prepare lines with Isabelle.
>> Thanks,
>> Christyne
>> _____
>> The initial order for 600 analyzers (to be delivered by the end of 2020) and 7.6M tests (2.1M to be delivered by the end of 2020, the rest —in Q12021) is for $244.9M. The option for an additional 1,572 analyzers (to be delivered by the endof012020)isworth$0.7M,foramaximumcontractvalueof$245.6M.
>> Key considerations:
>> This testing solution is similar to Cepheid's GenExpert and Abbott's ID Now in that it uses a small point of care analyzer; however, it relies on antigen technology, like the Abbott Panbio test. It delivers a result in 15 minutes. s.21(1)(b)
>> The contract is in response to a PHAC requisition and the test received HC regulatory authorization on October 10.
[redacted]
>> HChas investigated the recent reports out of Nevada that the tests produce too many false positives and confirmed that the false positive rate is within the expected margin of error. In addition, the NML is performing further evaluations

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and no tests will be shipped before that study is completed. PSPCand BD have agreed that in case the NML decides not to accept the test following their study, the contract will be terminated by mutual consent.

>> s.19(1)

>> Cabinet de

>> la ministre des Services publics et de l'Approvisionnement / Office

>> of the Minister of Public Services and Procurement Sent from my iPad

>> Begin forwarded message:

>> From: "Welbourne, Maia"

>> <Maia.Welbourne@pco-bcp.gc.ca<mailto:Maia.Welbourne@pco-bcp.gc.ca>>

>> Date: February 20, 2021 at 2:51:52 PM EST

>> To: "Tremblay, Christyne"

>> <Christyne.Tremblay@pco-bcp.gc.ca<mailto:Christyne.Tremblay@pco-bcp.g

>> c.ca>>, "Mondou, Isabelle"

>> <Isabelle.Mondou@pco-bcp.gc.ca<mailto:Isabelle.Mondou@pco-bcp.gc.ca>>

>> , "van Dieen, Jodie"

>> <Jodie.vanDieen@pco-bcp.gc.ca<mailto:Jodie.vanDieen@pco-bcp.gc.ca>>

>> Cc: "Cintrat, Jean"

>> <Jean.Cintrat@pco-bcp.gc.ca<mailto:Jean.Cintrat@pco-bcp.gc.ca>>,

>> "Fee, Stuart"

>> <Stuart.Fee@pco-bcp.gc.ca<mailto:Stuart.Fee@pco-bcp.gc.ca>>

>> Subject: FW: motion posting

>>

>> Hi – It would appear that some CBI has been released in one the PMO documents that been tabled by the Law Clerk.

>> Suggest we flag to PMO and confirm what they would like us to do in terms of next steps (for instance, seek to have the Law Clerk's assistance in removing the document from the web site as suggested below by PSPC). As you'll recall, documents from PMO went directly to the LC without passing through PCO.

>> Even if we do manage to have it removed, it'll have been available publicly for some time.

>> I imagine we'll need some responsive media lines.

>> Welcome your views.

>> Thanks

>> Maia

>> From: Cintrat, Jean

>> <Jean.Cintrat@pco-bcp.gc.ca<mailto:Jean.Cintrat@pco-bcp.gc.ca>>

>> Sent: Saturday, February 20, 2021 2:25 PM

>> To: Welbourne, Maia

>> <Maia.Welbourne@pco-bcp.gc.ca<mailto:Maia.Welbourne@pco-bcp.gc.ca>>

>> Subject: FW: motion posting

>> Importance: High

>> From: James Stott

>> <James.Stott@tpsgc-pwgsc.gc.ca<mailto:James.Stott@tpsgc-pwgsc.gc.ca<m

>> ailto:James.Stott@tpsgc-pwgsc.gc.ca%3cmailto:James.Stott@tpsgc-pwgsc.

>> gc.ca>>>

>> Sent: Saturday, February 20, 2021 2:15 PM

>> To: Mulkins, Marta

>> <Marta.Mulkins@pco-bcp.gc.ca<mailto:Marta.Mulkins@pco-bcp.gc.ca<mailt

>> o:Marta.Mulkins@pco-bcp.gc.ca%3cmailto:Marta.Mulkins@pco-bcp.gc.ca>>>

>> Cc: Cintrat, Jean

>> <Jean.Cintrat@pco-bcp.gc.ca<mailto:Jean.Cintrat@pco-bcp.gc.ca<mailto:

>> Jean.Cintrat@pco-bcp.gc.ca%3cmailto:Jean.Cintrat@pco-bcp.gc.ca>>>;

>> Annie Plouffe

>> <Annie.Plouffe@tpsgc-pwgsc.gc.ca<mailto:Annie.Plouffe@tpsgc-pwgsc.gc.

>> ca<mailto:Annie.Plouffe@tpsgc-pwgsc.gc.ca%3cmailto:Annie.Plouffe@tpsg

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>> c-pwgsc.gc.ca>>>; Laura Corkill
>> <Laura.Corkill@tpsgc-pwgsc.gc.ca<mailto:Laura.Corkill@tpsgc-pwgsc.gc.
>> ca<mailto:Laura.Corkill@tpsgc-pwgsc.gc.ca%3cmailto:Laura.Corkill@tpsg
>> c-pwgsc.gc.ca>>>
>> Subject: motion posting
>> Importance: High
>> Good morning Marta,
>> I have been informed that an email released by PMO for the motion contains confidential business information (rapid test pricing). Can we engage the Law Clerk about having it removed? Here it is: https://ourcommons.azureedge.net/data/Motion2020-10-26/2021-02-19-SPDP-8550-432-1-04/HESA_PMO-BPM_0003307_E.pdf.
>> Thanks,
>> James
>> <HESA_PMO-BPM_0003307_E (1).pdf>

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Simmering, William

From: Mondou, Isabelle
Sent: Saturday, February 20, 2021 4:39 PM
To: Tremblay, Christyne
Cc: Welbourne, Maia; van Dieen, Jodie; Cintrat, Jean; Fee, Stuart; Nathalie Drouin
Subject: Re: motion posting

We will work with Maia and the departments involved to prepare lines. We will loop PMO Comm.

s.19(1)

I will defer to Maia but I believe that this file is managed by the Issue management group, [redacted] or [redacted].

Sent from my iPhone

On Feb 20, 2021, at 3:51 PM, Tremblay, Christyne <Christyne.Tremblay@pco-bcp.gc.ca> wrote:

Hi Maia,

I read your email. I understand from your message that the email was in the package shared directly by PMO. The sensitive information is really the prices.

s.21(1)(b)

[redacted]

I will validate with PSPC, PHAC and Health Canada if it is an issue and if we should intervene. In PMO, who would be our contact for this ? Cameron ?

For sure, we have to prepare lines.

We stay in touch on this,
Christyne

Sent from my iPad

On Feb 20, 2021, at 2:51 PM, Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca> wrote:

Hi – It would appear that some CBI has been released in one the PMO documents that been tabled by the Law Clerk.

Suggest we flag to PMO and confirm what they would like us to do in terms of next steps (for instance, seek to have the Law Clerk's assistance in removing the document from the web site as suggested below by PSPC). As you'll recall, documents from PMO went directly to the LC without passing through PCO.

Even if we do manage to have it removed, it'll have been available publicly for some time.

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I imagine we'll need some responsive media lines.

Welcome your views.

Thanks
Maia

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Saturday, February 20, 2021 2:25 PM
To: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Subject: FW: motion posting
Importance: High

From: James Stott <James.Stott@tpsgc-pwgsc.gc.ca>
Sent: Saturday, February 20, 2021 2:15 PM
To: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Cc: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Annie Plouffe <Annie.Plouffe@tpsgc-pwgsc.gc.ca>; Laura Corkill <Laura.Corkill@tpsgc-pwgsc.gc.ca>
Subject: motion posting
Importance: High

Good morning Marta,

I have been informed that an email released by PMO for the motion contains confidential business information (rapid test pricing). Can we engage the Law Clerk about having it removed? Here it is: https://ourcommons.azureedge.net/data/Motion2020-10-26/2021-02-19-SPDP-8550-432-1-04/HESA_PMO-BPM_0003307_E.pdf.

Thanks,

James
<HESA_PMO-BPM_0003307_E (1).pdf>

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Simmering, William

From: Mondou, Isabelle
Sent: Saturday, February 20, 2021 6:46 PM
To: Tremblay, Christyne
Cc: Welbourne, Maia; Nathalie Drouin; van Dieen, Jodie; Cintrat, Jean; McCarthy, Emily; Fee, Stuart
Subject: Re: URGENT - Health motion documents

Ditto. Thanks Maia.

Sent from my iPhone

On Feb 20, 2021, at 6:44 PM, Tremblay, Christyne <Christyne.Tremblay@pco-bcp.gc.ca> wrote:

This was perfect Maia. I just share with PMO.
Christyne

Sent from my iPad

On Feb 20, 2021, at 6:32 PM, Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca> wrote:

Christyne,

Please see a draft email below that you could send to PMO. Documents in question are attached.

s.23

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s.23

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Simmering, William

From: Tremblay, Christyne
Sent: Saturday, February 20, 2021 6:45 PM
To: [redacted]
Cc: Mondou, Isabelle; Nathalie Drouin; Bill Matthews; Stephen Lucas; Les Linklater; Welbourne, Maia; Cintrat, Jean; Fee, Stuart; van Dieen, Jodie; [redacted]
Subject: URGENT - Health motion documents
Attachments: HESA_PMO-BPM_0003305_E.pdf; ATT00001.htm; HESA_PMO-BPM_0003328_E (2).pdf; ATT00002.htm; HESA_PMO-BPM_0003307_E (1).pdf; ATT00003.htm

s.19(1)

Bonsoir [redacted]

PSPC has flagged that three documents (attached) that were provided to the Law Clerk by PMO in response to the Order for the production of papers related to the Covid response include Confidential Business Information or otherwise sensitive third party information. These documents are currently on a parliamentary web site with the other documents tabled to date.

There are two separate issues:

s.23

[redacted]

The second relates to an email regarding the rapid test BD Veritor. The sensitive information relates to the contract costs and prices – PSPC has noted that based on past experience where the government has inadvertently shared this type of information it has often resulted in legal action by the supplier. PSPC has advised the company of the disclosure, using its normal protocols.

Our advice is that the Law Clerk be asked to remove these documents from the web site. We are in the process of determining which organization would be best placed to make that request and will return to you on that question shortly. Isabelle Mondou is working with PSPC on lines. She will give a head ups to PMO comm. shortly.

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Please let me know if you require additional information.

I will keep you in the loop on next step.

Christyne

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McKenna, Neil

From: Church, Leslie (SPAC/PSPC) <leslie.church@canada.ca>
Sent: Thursday, April 23, 2020 8:35 AM
To: Stickney, Matt
Cc: Kim, Sabrina
Subject: FW: 7AM Call

Latest update…

Begin forwarded message:

From: André Fillion <Andre.Fillion@tpsgc-pwgsc.gc.ca>
Date: April 23, 2020 at 7:46:20 AM EDT
To: Michael Vandergrift <Michael.Vandergrift@tpsgc-pwgsc.gc.ca>, Bill Matthews <Bill.Matthews@tpsgc-pwgsc.gc.ca>, James Stott <James.Stott@tpsgc-pwgsc.gc.ca>, Duncan Retson <Duncan.Retson@pwgsc-tpsgc.gc.ca>, Michael Mills <Michael.Mills@tpsgc-pwgsc.gc.ca>, Arianne Reza <Arianne.Reza@tpsgc-pwgsc.gc.ca>
Cc: Nathalie Nye <Nathalie.Nye@tpsgc-pwgsc.gc.ca>, Crystal Allan <Crystal.Allan@tpsgc-pwgsc.gc.ca>, Tom von Schoenberg <Tom.vonSchoenberg@tpsgc-pwgsc.gc.ca>, "Sylvain Cardinal (R)" <Sylvain.R.Cardinal@tpsgc-pwgsc.gc.ca>
Subject: 7AM Call

- CargoJet flight landed last night at 10:15PM in Hamilton tonight with 8M surgical masks and 100k N95s as well as Quebec PPE.
- Today's and tomorrow's flights essentially for other jurisdictions.
- Tango has sent 500k N95 masks to Mtl on an opportunity flight that had excess capacity – we are asking PHAC to quickly get them tested as they will be representative of quality expected going fwd.
- Lots of shipments arriving the warehouse this week therefore next week will see a lot of N95s and surgical masks delivered.
- Starting to look at sea shipment options by commodity (ex: gloves). Will look at option to send initial orders by airplane until there are enough quantities in Canada to allow the 20-30 day sea shipment delay.
- New Standard Operating Procedure is in place by Bollore to have cargo stored in their Kunshan dedicated warehouse outside of Shanghai airport. First shipments are being delivered there today.
- Tango Communications came to Ottawa from Montreal today to meet with PHAC chief engineer and to review N95 test procedures. Overall, mtg reported as being highly productive. They looked at approximately 200 masks fm last weekend's flights – good quality observed including straps and nose clips but still awaiting filter performance test results.

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Krizus, Astrid

From: Hird, Mac
Sent: Thursday, October 22, 2020 3:30 PM
To: Krizus, Astrid; Hage-Moussa, Vanessa; fitz-morris, James (SPAC/PSPC); Theis, Rick
Subject: RE: BD contract for rapid test

And Astrid, just to reconcile a different chain that I'm on with PSCP, re: Medicago we can drop in the number of doses, in red below.

To begin with, we're providing up to $173 million for Quebec City-based Medicago, to advance their vaccine candidate and create a production facility in Quebec City. Our government also has an agreement with the company to supply up to 76 million doses of their vaccine.

From: Krizus, Astrid <Astrid.Krizus@pmo-cpm.gc.ca>
Sent: Thursday, October 22, 2020 2:56 PM
To: Hage-Moussa, Vanessa <Vanessa.Hage-Moussa@pmo-cpm.gc.ca>; fitz-morris, James (SPAC/PSPC) <james.fitz-morris@canada.ca>; Theis, Rick <Rick.Theis@pmo-cpm.gc.ca>; Hird, Mac <Mac.Hird@pmo-cpm.gc.ca>
Subject: RE: BD contract for rapid test

James, does this work for you for the PM mention of BD in tomorrow's speech?

To ensure that we have as many resources available as possible, Health Canada has also authorized another rapid test, the BD Veritor.
This is a handheld device that can process a test every 15 minutes.
Canada has a contract for 7.6 million of these tests, including millions by the end of this year.

From: Hage-Moussa, Vanessa <Vanessa.Hage-Moussa@pmo-cpm.gc.ca>
Sent: Thursday, October 22, 2020 2:53 PM
To: fitz-morris, James (SPAC/PSPC) <james.fitz-morris@canada.ca>; Theis, Rick <Rick.Theis@pmo-cpm.gc.ca>; Hird, Mac <Mac.Hird@pmo-cpm.gc.ca>
Cc: Krizus, Astrid <Astrid.Krizus@pmo-cpm.gc.ca>
Subject: RE: BD contract for rapid test

Thanks James – adding Astrid

From: fitz-morris, James (SPAC/PSPC) <james.fitz-morris@canada.ca>
Sent: Thursday, October 22, 2020 2:19 PM
To: Hage-Moussa, Vanessa <Vanessa.Hage-Moussa@pmo-cpm.gc.ca>; Theis, Rick <Rick.Theis@pmo-cpm.gc.ca>; Hird, Mac <Mac.Hird@pmo-cpm.gc.ca>
Subject: BD contract for rapid test

Hello,

Here is the thumbnail of the contract with BD:

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The **initial order for 600 analyzers (to be delivered by the end of 2020) and 7.6M tests (2.1M to be delivered by the end of 2020, the rest – in Q1 2021) is for $244.9M.** The option for an additional 1,572 analyzers (to be delivered by the end of Q1 2020) is worth $0.7M, for a maximum contract value of $245.6M.

Key considerations:

- This testing solution is similar to Cepheid's GenExpert and Abbott's ID Now in that it uses a **small point of care analyzer**; however, it relies on **antigen** technology, like the Abbott Panbio test. It delivers a result in 15 minutes.

- The contract is in response to a PHAC requisition and the **test received HC regulatory authorization on October 10**.

- The **price of the consumables** for each incremental test is **$28** which is higher than the unit cost of Panbio ($6.55) but lower than GenExpert ($45-50) and ID Now ($35).

- The expected **sensitivity of this test is 84%** which exceeds the minimum threshold of 80% set by Health Canada for antigen tests (the specificity is 100%). However, this is still significantly lower than the sensitivity of the other tests that we have procured so far (all are above 93%). It means that if a person is negative, it is highly unlikely that the test will generate a false positive; yet, for every 100 COVID-positive people tested, 16 would get false negatives results. This could be managed if the test is deployed for testing lower risk groups and Minister Hajdu's office have confirmed that Health Canada will issue deployment guidelines before they distribute any tests to PTs.

- HC has investigated the recent **reports out of Nevada** that the tests produce too many false positives and confirmed that the false positive rate is within the expected margin of error. In addition, the NML is performing further evaluations and no tests will be shipped before that study is completed. PSPC and BD have agreed that in case the NML decides not to accept the test following their study, the contract will be terminated by mutual consent.

James Fitz-Morris
Directeur des communications / Director of Communications
Cabinet de la ministre des Services publics et de l'Approvisionnement / Office of the Minister of Public Services and Procurement
james.fitz-morris@canada.ca
Cell : 613-698-2387

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McKenna, Neil

From: Kim, Sabrina
Sent: Friday, April 17, 2020 10:00 PM
To: Stickney, Matt; Theis, Rick; Zimmerman, Shannon; Lamothe, Colléen; Holland, Alyx; Clow, Brian; Chin, Ben; Duchesneau, Olivier; Deagle, Jordan; Khalil, Samantha
Cc: Saini, Sabina (HC/SC); leslie.church@canada.ca; Dunn, Ryan (Ext.)
Subject: Procurement Call - April 17

Hi – pls see below for a summary of tonight's call.

Few things – still quite a few quality issues with the KN95s from China (500k did not pass the efficiency test). More samples have been sent for testing in any case.

Good news – NRC confirmed domestic quality control testing can start taking place this weekend (they've just received the machines). Once the guanidinium comes in from China – Luminultra will be producing enough reagent to cover 7.5 million tests which gives us 15 weeks worth of testing.

Officials said they haven't heard any concerns from P/Ts on swab shortages lately. We're also in much better shape on swabs than we were in last week (full update at the end). Officials are aiming to have an analysis of how many surgical masks the general public will need when the economy starts to slowly re-open (currently, South Koreans consume 90m surgical masks per week).

Also – here's a newer update from Leslie's officials that just came in (thanks Leslie!):

- Cargo Jet landed in Hamilton
- National Air should land in Pearson in next hour
- Reagent chemical is cleared and ready to load on Air Canada commercial cargo and scheduled to depart at 3:55AM arriving Pearson 6:30PM tomorrow (Saturday)
- 1M Tango N95 masks returned from Bollore warehouse to factory for quality control. Tests being conducted by Tango on next shipments to reduce the risk of poor quality.
- Truck line up at Shanghai airport over 40hrs long.
- CargoJet temporary permit will end Thursday. Application for extension or permanent status being handled by Embassy. Will know early next week. Meanwhile, in discussion with Air Canada to book replacement flights for late next week.
- Next two flights leaving Shanghai on Saturday (Air Canada and CargoJet)

Call Summary

New orders

- N95 NIOSH – 14 million masks to come over the next three weeks from China
- Finalizing deal on 50 million surgical masks
- Bought 50 million vinyl gloves
- Going to start to focus more heavily on things like thermometers, standing order for 15 million bags of various sizes
- Fair bit of domestic procurement lately – notably the Stryker deal that was closed quickly
- 14 proposals being looked at for Cdn domestic production of face shields – 9 out for signature tonight
    - Order for 40 million face shields collectively – will be a nice story hopefully for tmrw or the day after

Flights

- **Two flights coming in tonight – 9pm & 930pm (Hamilton & Pearson)**

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    - Between the two, about 2.7 million KN95s from TANGO and 65k Primed protective coveralls
    - Some products for other jurisdictions on these flights too
        - Various loads of masks & gowns for QC and ON in one of the flights & various loads of masks & medical accessories for QC on the other
    - Some products for Red Cross also on these flights (on one – masks & isolation suits; on the other – masks)
- Two flights leaving Shanghai on Sunday
- Some delays entering the airport at Shanghai
- We've slowed down delivery of N95 deliveries of TANGO masks in light of the challenges
    - Some of the masks have been returned to factories for quality assurance checks

FAC update

- Still grappling with some of the quality issues with KN95s from TANGO
- 500k came back at 94.8% from efficiency tests (none of them tested above 95 so they cannot be used for now; will keep as a last resort)
- We have sent more samples out for testing
- Every province has given us a final order on Stryker – the supply perfectly equals demand (82 machines to satisfy 82 P/T demands)
- Bell Canada wants to offer 2 million KN95s – will give some directly to provinces and some to us
    - 2 million is the # of masks received in total by P/Ts and by the fed gov
    - We're getting 500k directly to ON, 500k to QC and 500k to us, not sure about the fourth 500k g
    - Note that these masks still need to be tested
- **NRC said domestic testing capacity is going to be operational this weekend** (they've received the machine & it is being set up as we speak)

Reagent

- Things are going well
- Extraction reagent from Luminultra continues to be on schedule
- They will move to 500k tests every Monday for shipment beginning the week of April 27th
- Expect 3 tonnes of guanidinium to arrive tmrw from China – with that 3 tonnes in hand – Luminultra will be producing enough reagent to cover 7.5 million tests which gives us 15 weeks worth of testing

Swabs

- Haven't heard any P/T pressures on swab shortages lately
- We sent two more King Fisher testing machines to QC so they now have 4; also some to NS
- Medicom will provide 44m masks for us; note that QC is also buying 60m masks from Medicom per year – so they're a major Cdn mask supplier
- **Important to note that South Koreans consume 90 million surgical masks per week right now**
    - When will we get an analysis on how much Canada will need?
        - Hopefully a draft early next week; will be an important piece when we gradually re-open the economy
- 3M regular 500k shipment to P/Ts will take place this weekend unimpeded from the U.S.
- Contract getting finalized on swab sterilization with company in Maribel, QC (in context of 300k faulty swabs)
- Overnight, Puritan (premier swab maker) said they'd augment our initial order for 100k swabs & add an additional 100k swabs
- DB also gave us another 170k swabs
- So between Puritan & DB – we were able to procure 270k swabs overnight
- We're also negotiating 2-3 million swabs from South Korea
- Also working on swab order for a smaller amount with a Japanese swab maker
- Finalizing a contract for UAE for about half a million swabs
- So we'll have about 11.8m swabs procured

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- With additional swabs from South Korea, Japanese and UAE – that means hopefully another 3 million & a close to steady supply over the next few weeks of about 14 million swabs

Other

- PHAC said that this week, we'll ship 1.1M N95 products to P/Ts. PM said it in his remarks earlier. Safe to say this happened if he's asked?
  - There have been no problems with deliveries this week so yes – safe to say that is right.

Sabrina Kim
Issues Advisor / Conseillère en enjeux
Office of the Prime Minister / Cabinet du premier ministre
613-795-7803

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Simmering, William

From: Wong-Fortin, Bonny
Sent: Saturday, February 20, 2021 12:16 PM
To: Babad, Luke; Bhandari, Shanu; Chohan, Shaheen; Cobb, Zoiey; Lefebvre, Alexandre; Shi, Anke; Stretch, Ken
Subject: FW: Oct 26 motion COVID-19

FYI

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Saturday, February 20, 2021 11:34 AM
To: Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Shannon, Tara <Tara.Shannon@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Baird, Louise <Louise.Baird@pco-bcp.gc.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Roussy, Daniel <Daniel.Roussy@pco-bcp.gc.ca>; van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; Bisson, Melissa <Melissa.Bisson@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Muir, Alexandra <Alexandra.Muir@pco-bcp.gc.ca>; Malone, Lorna <Lorna.Malone@pco-bcp.gc.ca>; Champoux, Elizabeth <Elizabeth.Champoux@pco-bcp.gc.ca>; Adler, Jeremy <Jeremy.Adler@pco-bcp.gc.ca>; Harty, Siobhan <Siobhan.Harty@pco-bcp.gc.ca>; Brunelle-Côté, Antoine <Antoine.Brunelle-Cote@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Perreault, Claudie <Claudie.Perreault@pco-bcp.gc.ca>; Bowles, Louise <Louise.Bowles@pco-bcp.gc.ca>; Fung, Jennifer <Jennifer.Fung@pco-bcp.gc.ca>; Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>; Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>; Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Dewar, Julia <Julia.Dewar@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>
Cc: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Subject: Oct 26 motion COVID-19

Please find below the link to documents tabled in the House yesterday.
Veuillez trouver plus bas le lien vers les documents déposés en Chambre hier.

https://www.ourcommons.ca/content/Committee/Motion2020-10-26/2021-02-19-SPDP-8550-432-1-04/documents-e.html

Jean Cintrat
Directeur des Opérations, Affaires parlementaires
Bureau du Conseil privé / Gouvernement du Canada
Director of Operations, Parliamentary Affairs
Privy Council Office / Government of Canada
jean.cintrat@pco-bcp.gc.ca

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Simmering, William

From: Donovan, John
Sent: Sunday, February 21, 2021 11:25 AM
To: [redacted]
Cc: Mondou, Isabelle; MacKillop, Ken; Massabki, Myriam; Butara, Frank; Patterson, Adine
Subject: Update PSPC messaging: FYA- motion posting -
Attachments: Communications Messages - HESA Production of Papers Feb 19 release (003).doc

s.19(1)

Good morning,

For awareness, please see PSPC messaging on HESA Production of Papers which are concurrently with their MinO for approval.

s.23

Note that this is in part pre-approved messaging that they've used in the past [redacted] I believe there are discussions underway to removed/redact the documents/details.

[redacted] I will share final approved messaging asap.

Thx,

John Donovan
PCO-BCP
613 796- 0530

From: "Mondou, Isabelle" <Isabelle.Mondou@pco-bcp.gc.ca>
Date: February 20, 2021 at 6:57:13 PM EST
Subject: Re: FYA- motion posting -

> PSPC has flagged that three documents (attached) that were provided to the Law Clerk by PMO in response to the Order for the production of papers related to the Covid response include Confidential Business Information or otherwise sensitive third party information. These documents are currently on a parliamentary web site with the other documents tabled to date.
>
> There are two separate issues:

s.23

[redacted]

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s.23

[redacted]

The second relates to an email regarding the rapid test BD Veritor. The sensitive information relates to the contract costs and prices – PSPC has noted that based on past experience where the government has inadvertently shared this type of information it has often resulted in legal action by the supplier. PSPC has advised the company of the disclosure, using its normal protocols.

PCO advice is that the Law Clerk be asked to remove these documents from the web site. The deputy Clerk is in contact with Brian on this issue.

Myriam and Adine are working with PSPC and Justice on media lines. Please let us know if you have any questions.

On Feb 20, 2021, at 6:02 PM, Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca> wrote:

PMO colleagues,

FYA. PSPC have flagged a document of concern in an email released by PMO for the motion contains confidential business information (rapid test pricing).

Here it is: https://ourcommons.azureedge.net/data/Motion2020-10-26/2021-02-19-SPDP-8550-432-1-04/HESA_PMO-BPM_0003307_E.pdf.

The sensitive information is really the costs and prices of rapid test –

s.21(1)(b)

[redacted]

We are working with PSPC on responsive lines.

Myriam

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Myriam Massabki
Directrice générale des opérations p.i. A/Director General, Operations
Communications, BCP/PCO
85, Sparks, Ottawa, ON
Cell: [redacted]

s.16(2)

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COMMUNICATIONS MESSAGES
HESA PRODUCTION OF PAPERS FEBRUARY 19, 2021

CONTEXT :

On February 19, 2021, a batch of documents was publicly released in response to a motion to produce papers relating to the government's response to the COVID-19 pandemic. These documents were not to contain any confidential business information. However, several emails were released that contain details of ongoing discussions concerning a contract dispute settlement, as well as an email divulging the unit price of rapid tests from several companies. Efforts to remove these documents from the public domain or redact confidential and sensitive information are underway.

If asked about the current situation with Tango Communications:
Specific details cannot be provided at this time as the Government is still in negotiations with the company.

The Government of Canada expects all contractual obligations to be fully met by suppliers. In instances where contractual obligations are not met, the Government may pursue various options, including discussions with suppliers to see if obligations can be met, mediation, termination of contract and refunding of monies paid.

If asked about the unit price of various rapid tests or the total contract values:
Canada continues to actively explore additional agreements for rapid tests. In order to protect our negotiating position and respect commercial confidentiality, we are not releasing the contract values or unit prices of the tests already purchased.

Since July 2020, PSPC has been disclosing as much information as possible about our PPE and medical supply contracts. We have publically posted supplier company names and total contract values for each of our medical and supply contracts with some limited exceptions:

- we withhold names of suppliers for certain commodities that remain challenging to secure—N95s, test kits and swabs; and,
- we withhold total contract values in situations where we have previously announced quantities of units ordered in a given contract. This allows us to protect unit prices, which are considered commercially confidential and fall within an exemption to disclosure under Access to Information legislation.

This approach allows PSPC to provide meaningful information without having to disclose actual contract text, which would introduce a broad range of disclosure challenges.

Q&As

Q. If these e-mails contained sensitive information, why were they released?

A. These e-mails were released in error and should have been withheld or redacted as part of the review of material that was provided in response to the motion.

Q. (If the documents are removed/redacted) Why were documents originally posted removed from the site/redacted?

Prepared by	Approved by	Date:
Vanessa Audette 613-793-3968		2021-02-20

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A. Some documents contained commercially confidential or sensitive information that should not have been disclosed and were therefore removed/redacted.

SPOKESPERSON: *Media Relations Office – (819) 420-5501*

DRAFT

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Simmering, William

From: Jeffrey, Tamara
Sent: Sunday, February 21, 2021 2:20 PM
To: Arsenault, Daniel; Assoum, Samar; Czuzoj-Shulman, Izabel; Harrison, Trevor; Wozny, Alexander; Soni, Shannon-Marie; Welbourne, Maia; Wittenburg, Shane; Cintrat, Jean; MacLean, Charles
Cc: Peppy, Shaun
Subject: HESA Summary - February 19, 2021 - Study on Variants

Good afternoon:

Please find below the summary prepared by Health Canada with respect to Friday's Health meeting. Of note, the committee adopted a motion by MP John Barlow which requires the government to provide the contracts for Canada's seven vaccine agreements with suppliers.

THE STANDING COMMITTEE ON HEALTH

Report prepared by: Marlene Lavoie, Public Health Agency of Canada, (343)998-8692
Date and time: Friday, February 12 and 19 – 1:00 – 3:30 p.m. (EDT)
Location: Videoconference

COMMITTEE MEMBERS

Lib: Ron MacKinnon (Chair), Sonia Sidhu, Darren Fisher (Parliamentary Secretary), Mike Kelloway, Marcus Powlowski, Tony Van Bynen
CPC: Michelle Rempel-Garner (Vice-Chair), John Barlow, John Brassard, Larry Maguire.
Bloc: Luc Thériault
NDP: Don Davies

Witnesses:

National Advisory Committee on Immunization
• Dr. Caroline Quach-Thanh, Chair and Professor, Université de Montréal

Public Health Agency of Canada
• Stephen Bent, Director General, Centre for Immunization and Respiratory Infectious Diseases
• Kimberly Elmslie, Senior Vice-President, Immunization Program
• Bersabel Ephrem, Director General, Centre for Communicable Disease and Infection Control
• Cindy Evans, Acting Vice-President, Emergency Management
• Dr. Guillaume Poliquin, Acting Scientific Director General, National Microbiology Laboratory
• Dr. Roman Szumski, Senior Vice-President, COVID-19 Vaccine and Therapeutics Acquisitions

Overview:

The Committee resumed the February 12 meeting that had suspended in order to vote on MP Barlow's (CPC) motion:

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That the Chair of the committee write to the Law Clerk and Parliamentary Counsel inquiring on whether or not the contracts for Canada's seven vaccine agreements with suppliers have been provided to his office as part of the motion adopted on October 26, 2020 by the House of Commons.
Should the law clerk have copies of any of these documents, that the committee instruct the law clerk to prioritize the translation of these documents and that these documents be published as soon as possible in accordance with the parameters set out in the house motion.
If the law clerk does not have such documents, that the committee request from the government the contracts for Canada's seven vaccine agreements with suppliers be tabled with the committee, in both official languages, that the documents be vetted in accordance with the parameters set out in the house motion, and that the members of the Standing Committee on Health review these documents in camera.

The meeting was suspended for a vote in the House of Commons. Upon their return, the motion was voted on and adopted.

The Committee then proceeded to its study of the Emergence of COVID-19 Variants in Canada. Dr. Quach-Thanh spoke about the mandate of the National Advisory Committee on Immunization (NACI). She mentioned the secretariat in the Public Health Agency of Canada (PHAC) which supports its work. She went on to mention that NACI was aware of variants of concern (VOC) and was looking at the data on a variety of issues - such as boosters, timing, efficacy - towards providing informed updated recommendations. Ms. Evans spoke about how manufacturers were exploring the effect of VOC and how more research was needed. She noted the work being done with the provinces and territories (P/T). Dr. Poliquin talked about the importance of surveillance and the work on sequencing to identify VOC. He spoke of the early investments to detect VOC which put Canada on par with other countries. He noted the work being done to increase sequencing and ramp up screening. He spoke of the investments in the VOC strategy and the work with various partners and stakeholders.

Highlights:

MP Rempel Garner (CPC) asked if the current contracts for vaccines include booster doses. She also asked about concerns on vaccine efficacy against variants and if there was a threshold below which certain vaccines would not be used. Mr. Szumski noted that boosters were not included, and that it would be awhile before it came into play. She then went on to ask multiple questions on the data in the modelling that was released earlier today, including the effect of rapid testing on modelling, the differences in other countries and the number of vaccinated people included in the modelling. Ms. Elmslie noted that she would provide in writing.

MP Rempel Garner asked multiple questions on the data behind the decision to quarantine at hotels instead of at home. She noted the need for continued lockdown, but no mention of that rapid testing and therapeutics at the morning press conferences. She also asked how many people need to be vaccinated to stop the spread. Ms. Elmslie noted they would provide in writing regarding the hotels. Dr. Poliquin spoke of the need for a full suite of measures. Dr. Quach-Thanh noted the need to better understand the vaccine.

MP Rempel Garner asked if the use of 1 dose used by provinces factored into today's modelling. She then asked who in PHAC made the decision regarding quarantine in hotels and what was the data used. Dr. Poliquin noted that they did not look at vaccine rollout and had a different approach to vaccines. Ms. Elmslie noted that NACI was providing analysis and would provide data in hotels in writing. Ms. Evans spoke of multi-layered approach with a combination of testing and quarantine.

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MP Rempel Garner had multiple questions on the data behind modelling and quarantine in hotels and asked that the data be tabled with the committee next week. Ms. Evans spoke of multi-layered approach and work with P/Ts.

MP Powlowski (LPC) asked what NACI recommended in regards to prolonging the time between vaccine shots. Dr. Quach-Thanh spoke of two doses in a 42-day period, but noted they were looking at the data from the UK and Quebec and were working on new recommendations. He then asked if vaccines were being tweaked to work against variants, would they need to go back to trials. Ms. Elmslie noted that was for the regulators at HC and she would provide in writing. He asked about including police officers in NACI recommendations for first responders. DR. Quach-Thanh confirmed they were included but note implementation was up to the provinces.

MP Powlowski asked about mixing and matching vaccines to improve coverage and who could provide financial support. He asked why clinicians can't access bamlanivimab as prophylactic to reduce risk in high risk populations. Dr. Poliquin noted some work in regards to interchangeability and that funding mechanisms did exist. Ms. Ephrem noted that 17000 doses were distributed according to the guidance.

MP Thériault (BQ) asked if the second dose was needed and what measures were needed for her immunity. Dr. Quach-Thanh needed for long-term protection. She said herd immunity should begin in the Fall when 85% of the population should be vaccinated, but also needed to factor how long they were protected. This could be like a flu which needs a vaccine every year.

MP Thériault asked if PHAC was verifying the efficacy of vaccines against VOC. Why did it take so long to approve? He also asked if two doses were still relevant when speed to vaccinate acceptable. Dr. Poliquin agreed they were looking at variants, to characterize the VOC and understand the impact. This would be added to the clinical trial data while noting that approval process was with HC. He noted they are looking to increase detection capacity. Ms. Elmslie said that research was underway to look at interchangeability and durability of vaccination. NACI is looking at the data.

MP Thériault noted the difficulty in extracting 6 doses and wondered how it could improve efficacy. He asked if it would change the parameters of the contract. Mr. Szumski mentioned training and improved syringes to extract the doses.

MP Thériault noted that when asked about closing borders sooner, Dr. Tam agreed it should have been done. He was concerned about the upcoming march break and increased travel. Ms. Evans noted the requirement for pre-departure testing.

MP Davies (NDP) asked about increasing level of vaccinations for herd immunity. He asked if one of the VOC would become the dominant strain. He wondered about testing and the accuracy of identifying VOC. He asked if PHAC was monitoring the possible recombinant variant. Dr. Quach-Thanh noted the UK variant was prominent and more transmissible. Dr. Poliquin said they were looking a t variants and working to screen them. He stated that in regards to sequencing Canada was on par with other countries. He noted they were monitoring the variant, but not certain it was a true recombinant.

MP Davies asked about a study that found that the South African variant reduces antibody levels and could make the vaccines ineffective. He also asked if Canada would have access to the new version of the AstraZeneca vaccine. He asked if the fact that many countries don't have vaccines yet may make new variants more likely. Dr. Poliquin noted that protection is still afforded but need to look at broader context. It is still being monitored as there is no threshold yet for protection. He noted continuing to invest in study on VOC as

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the VOC existed before the vaccine rollout. Mr. Szumski noted that the new AZ c\vaccine was not included in the current contract.

MP Davies asked if there was discussion to impose restrictions on inter-provincial travel. He also asked if there were changes to guidance on infection control. He wondered about the impact of increased severity on vaccination strategy. Ms. Evans noted that the federal government could only quarantine at federal borders; inter-provincial travel jurisdiction of P/Ts. Mr. Bent noted that guidance in context of variants was being revisited. Dr. Poliquin noted that severity is part of what makes it a VOC; but studies underway. Ms. Elmslie noted it would not affect rollout but added a dimension to all work.

MP Davies asked if it was wise for P/Ts to ease measures in light of the VOC. Since they the VOC are more infectious, has that affected PPE guidance. Dr. Poliquin noted that the introduction of VOC is one factor. Mr. Bent noted the toolkit of measures and surveillance of measures would help form decisions. He also noted they continue to review advice and monitoring results in other jurisdictions. Today, the use of a non-medical mask with multiple layers is still effective.

MP Barlow (CPC) asked NACI to clarify the statement on their website regarding vaccine efficacy against variants. He asked why variants were only being looked at now. He also asked about the research that proves that quarantine at hotels id better that the Alberta pilot project. Dr. Poliquin noted work on variants began in April 2020 ahead of the identification of variants in August. He noted that they were continuing to monitor and update on the spread of variants.

MP Barlow asked what percentage of herd immunity was needed for no lockdowns and quarantine to be lifted. He asked what data there was for the lockdowns and why vaccines were being rationed. Dr. Poliquin said the necessary level of protection was dynamic; needed to look at variants and duration, both which could change over time. He noted the importance of public health measures. Ms. Elmslie spoke of the evolution of science and looking at how the population interacts with the vaccine.

MP Fisher (LPC) asked about the coordination of the complex procedure that is the vaccine rollout as vaccine deliveries continue to rise. Ms. Elmslie spoke of the work with the P/Ts and the NOC for logistics. She noted the need for the proper syringes and surveillance after vaccination.

MP Fisher asked to elaborate on the multi-layered approach and rapidly evolving situation. Ms. Elmslie noted the need to use all levers when dealing with a public health crisis. She noted public health is a team sport, data is evolving.

MP Kelloway (LPC) asked about immunization registries. Ms. Elmslie noted they already existed in all jurisdictions. The data was being assembled to estimate coverage, ensure safety and follow-up.

MP Van Bynen (LPC) asked about the number of rapid tests deployed and how they stop the spread of the variants. He then asked about the investments in the VOC strategy. Dr. Poliquin said the number of tests would be provided in writing, but noted the impact of testing had no direct connection to VOC. It allows for detecting cases to which public health measures are applied. He spoke of the multi-pronged approach to detect and characterize VOC.

MP Van Bynen asked about biomedical facility in Canada. He then asked about herd immunity. Mr. Szumski noted that domestic production is led by ISED. Ms. Elmslie explained the concept and how PHAC was monitoring the indicators.

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MP Brassard (CPC) asked if the 1 dose decision came from PHAC or NACI or was it a political decision. He noted Dr. Njoo said it could work. He also asked how one dose affects variants. Ms. Elmslie to provide in writing. She noted one dose could work, but still need to look at data on durability or if it wanes off. She noted NACI was looking at it.

MP Maguire (CPC) noted the high rates of deaths in long term care homes. He noted the need to know more about using one dose. He wondered how soon before the other vaccines were available. Ms. Elmslie noted the data was starting to come in and that HC is the regulator.

MP Sidhu (LPC) asked how NACI provides guidance. She also asked about racialized seniors being on the priority list. She wondered how 6 doses would affect the rate of getting vaccines. Ms. Elmslie spoke about the role and mandate of NACI. She noted the use of epidemiological data to see how certain groups are disproportionately affected, with emphasis on equity. Mr. Szumski noted it would only improve supply.

Next Steps:

There was a large number of remits indicated (11). We will wait for the transcripts to confirm.

The next meeting of HESA is scheduled for February 22, 2021, to continue the study on Emergency Situation Facing Canadians in Light of the Second Wave of the COVID-19.
Witnesses are:
11:00 a.m. to 12:00 p.m.
As an individual
• Dr. Gary Kobinger, Professor, Université Laval

National Research Council of Canada
• Mitch Davies, President

University of Alberta, Entos Pharmaceuticals
• Dr. John Lewis, Professor

12:00 p.m. to 1:00 p.m.
As an individual
• Dr. Kashif Pirzada, Emergency Physician and Assistant Clinical Professor, McMaster University

CIFAR
• Dr. Alan Bernstein, President and Chief Executive Officer

Department of Health
• Dr. Supriya Sharma, Chief Medical Advisor

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Simmering, William

From: Patterson, Adine
Sent: Tuesday, February 23, 2021 10:41 AM
To: Rivet, Raymond; Charlebois, Philippe
Subject: FW: Dernière mouture - COVID - motion
Attachments: PCO_COVID Motion_MLQAs_EN_Draft-V1_2020-12-03.docx

Hello Ray,

Is the attached the piece where you are adding the additional Qs&As or will that be a separate piece which is more specific on some process issues such as translation? Just wondering when we can move the attached to PMO to get their final feedback?

Thanks

Adine

Adine Patterson

Senior Analyst, Strategic Communications
Privy Council Office / Government of Canada
adine.patterson@pco.gc.ca / Tel: [redacted]

Analyste principale,Communications stratégiques
Bureau du Conseil privé / Gouvernement du Canada
adine.patterson@bcp.gc.ca / tél: [redacted]

From: Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>
Sent: February 3, 2021 4:21 PM
To: Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>
Cc: Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>
Subject: RE: Dernière mouture - COVID - motion

Version la plus récente est maintenant en pièce jointe, incluant la contribution de Jean Cintrat et les questions additionnelles que Raymond a soulevées
Merci

s.16(2)

Philippe Charlebois
Cell | Cellulaire : [redacted]

De : Charlebois, Philippe
Envoyé : 3 février 2021 13:29
À : Duchesne, Paul <Paul.Duchesne@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>
Cc : Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>
Objet : Dernière mouture - COVID - motion

Voir pièce jointe

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Philippe Charlebois
Senior Analyst, Strategic Communications I Analyste principal, Communications stratégiques
Privy Council Office I Bureau du Conseil privé
philippe.charlebois@pco-bcp.gc.ca
Cell | Céllulaire : [redacted]

s.16(2)

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Latest update: January 28, 2021

Media Lines

Motion on production of documents (COVID-19 pandemic response)

ISSUE

On Oct. 26, 2020, the House of Commons adopted a motion ordering the production of documents related to the federal government's response to the COVID-19 pandemic. ~~The current deadline to submit the documents is Monday, Nov. 30. The Clerk of the Privy Council Office has requested a seven-day extension to December 7, 2020.~~

These media lines/Qs&As are intended to provide messaging on the whole-of-government response to this motion.

BACKGROUND

On Oct. 26, 2020, the House of Commons adopted a motion ordering the production of documents related to the federal government's response to the COVID-19 pandemic. A number of federal government departments are ~~implicated~~ responding to ~~in~~ the motion, including:

- Health Canada
- Public Health Agency of Canada
- Innovation, Science and Economic Development Canada
- Privy Council Office
- Public Safety Canada
- Public Services and Procurement Canada

Departments are working to retrieve records primarily dating back to January 2018. The documents will be used as part of a health committee study into the federal government's COVID-19 response.

The motion require~~d~~s that the Government of Canada ~~to~~ respond by Nov. 30 initially. It also include~~d~~s a provision allowing the federal government to request a seven-day extension to that deadline, which has been implicitly granted.

To date, 19,051 pages of documents have been provided in the official language in which they were available, and that do not contain sensitive information. They were delivered in four batches on December 7 and 15, 2020 and on January 8 and 20, 2021.

PMO and implicated Ministers' Offices have provided separately approximately 14,000 pages of responsive records.

Commented [CP1]: Has that date changed?

Commented [CJ2]: Deadline is past. Suggest we not refer to it.

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Commented [CP3]: Was there not an extension granted?

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Latest update: January 28, 2021

Also of note, on December 16, 2020, January 20 and 29, 2020, the Law Clerk via the Speaker tabled 876 documents to the Committee. They included documents from HC, PHAC, DOJ, ISED, NRC, PSPC, PCO and PMO.

Some stakeholders, including industry organizations, members of the federal vaccine task force, and pharmaceutical companies, have publicly expressed concerns about the motion, citing issues with the potential release of confidential business information and noting that public servants would be required to devote resources to respond to the motion in lieu of supporting ongoing operations. Some have suggested that disclosure of vaccine development program information could compromise the regulatory authorization process and threaten both the timely availability of a vaccine for Canadians and the privacy of individuals participating in their studies.

MEDIA LINES

Key messages

- The Government of Canada is committed to continuing to work with provinces, territories, municipalities, Indigenous communities, and the private sector to respond to the pandemic and keep Canadians safe and healthy.
- Since the beginning of the COVID-19 pandemic, many federal departments have been working to support the Government of Canada's pandemic response. This work has touched on a broad range of important areas, such as healthcare, procurement, and vaccine deployment.
-
- We are committed to responding to the motion ~~providing Members of Parliament with the thousands of requested documents as quickly as possas quickly as possible ible~~ so that the Health committee can ~~undertake~~ continue its important, independent work on studying Canada's response to the COVID-19 pandemic. This transparent undertaking has resulted in thousands of pages, including ~~3,000 pages~~ from the Prime Minister's Office, already being shared with the Law Clerk and Parliamentary Counsel, ~~a part of which is still with his office for review~~.
- In that spirit, and in full compliance with the House of Commons motion, we have provided documents in the language in which they exist to the Law Clerk and Parliamentary Counsel before he tables them, considering the role that members have given him in reviewing these records.

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Latest update: January 28, 2021

- We take protecting Canada's official languages and upholding the Official Languages Act very seriously, and we know that the Law Clerk and Parliamentary Counsel will continue to do the same in the execution of his duties. Should he require additional assistance with the translation of the documents, he is able to request this assistance through the House of Commons Board of Internal Economy, and we are certain that members from the Government caucus would be happy to consider any request that he makes.

- We will continue to ~~comply with the order of the House of Commons to~~ provide documents to the office of the Law Clerk and Parliamentary Counsel in a timely manner as they become available.
- ~~We take this motion very seriously. Our primary objective is to be as responsive as possible to the motion, and to further the Standing Committee of Health's understanding of the government's response to the COVID-19 pandemic.~~

- ~~Departments have been actively working to respond to the motion and are committed to making best efforts to complete the work.~~

- ~~Given the considerable scope of this work, the ability to produce all relevant documents is a significant undertaking, which will entail a substantial amount of time and resources.~~

- ~~The Government of Canada is committed to providing parliamentarians with as much information as possible in accordance with the values of openness and transparency. We consistently strive to be as forthcoming with parliamentarians as possible, while respecting the Government's obligations to protect certain types of information from disclosure.~~

- The private sector, including those in the pharmaceutical industry, are playing a critical role in the pandemic response. The Government of Canada recognizes its contractual and regulatory confidentiality obligations to these organizations and is committed to protecting their sensitive vaccine-related information.

-

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Commented [CJ4]: Would caution against the use of that language as I understand it is still the subject of discussions.

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Commented [CJ5]: Technically, we are no complying with the motion given that the deadline is past

Commented [JT6]: These three bullets remain relevant.

Commented [CJ7]: agree

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Latest update: January 28, 2021

QUESTIONS AND ANSWERS

Q1) Will the Government meet the new, extended deadline? Why isn't the Government being more transparent on this issue?

The Government of Canada is committed to providing parliamentarians with as much information as possible in accordance with the values of openness and transparency.

~~As provided for in the motion, we have requested a seven-day extension to the original deadline of Nov. 30.~~

We are committed to providing Members of Parliament with the thousands of requested documents as quickly as possible so that the Health committee can undertake its important, independent work on studying Canada's response to the COVID-19 pandemic. This transparent undertaking has resulted in thousands of pages, including ~~3,000 pages~~ from the Prime Minister's Office, already being shared with the Law Clerk and Parliamentary Counsel, a part of which is still with his office for review.

Departments have been actively working to respond to the motion and are committed to making best efforts to complete the work. Given the considerable scope of this work, the ~~ability to produce~~production of all relevant documents is a significant undertaking, which ~~will~~ entails a substantial amount of time and resources.

~~We are continuing to collect records including e-mails, documents, Question Period notes, and presentations. Thousands of documents have been identified as being potentially relevant to the productions orders. We are also in the process of reviewing these documents.~~

~~We expect to be in a position to provide an initial batch of documents by Dec. 7, 2020, as well as an update on our progress with respect to the orders for documents.~~

Q2) What about documents that contain commercial or business information sensitivities? How will they be handled?

We understand that current and prospective contractors and regulated parties may have concerns about the motion and its implications for information held by the Government of Canada.

Commented [JT8]: No longer relevant – we missed the deadline. Perhaps another questions might be, When will the government be able to provide all the relevant documents to the committee?

Commented [CJ9]: Agree

Commented [CP10]: does this still stand?

Commented [JT11]: See above.

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The Government of Canada carefully and diligently manages proprietary and confidential business information and is guided by the agreed upon terms and conditions of specific contracts.

We take this responsibility very seriously, and we will work closely with all concerned parties to ensure that their information continues to be protected per our contractual and regulatory obligations.

Q3) How will the Government of Canada handle redactions in regards to this request, in particular for privileged documents, Cabinet confidences, and business information?

As per the order, the Law Clerk will vet documents for personal information, national security, information relating to the Vaccine Task Force where its disclosure could reasonably be expected to interfere with contractual or other negotiations between the Government of Canada and a third party, and for interference with contractual or other negotiations.

Long-standing guidelines on the Government of Canada's policy for producing documents to parliamentarians set out 16 categories of information that are not typically provided. Examples of these categories include:

- Cabinet confidence;
- national security;
- advice to Ministers;
- information subject to solicitor-client privilege (and litigation privilege);
- personal information; and,
- information injurious to FPT or international relations.

The Government of Canada typically redacts Cabinet confidences and solicitor-client privileged information before sharing documents with the House of Commons. There are also significant concerns about confidential business information regarding COVID-19 vaccines being publicly shared.

Q4) Why might some of the documents be subject to Cabinet confidence and why should that be upheld?

Discussions between Cabinet ministers and the documents that reflect those deliberations are protected by the constitutional convention of Cabinet confidentiality.

In a system of responsible government, Cabinet is openly and collectively accountable to Parliament for the decisions it makes during the time it governs. If Cabinet ministers are to make decisions collectively, the privacy of their opinions and views in developing government policy must be protected. Otherwise, the collective responsibility of ministers to Parliament, which is essential to Cabinet government, would be difficult to maintain.

Commented [CJ12]: This will perhaps need an update following the OPS meeting. Update still TBC as per Jean C.

Commented [CL13]: From Maia: We'll need to be mindful of how and when the approach to redaction becomes public for the first time - ie should come via formal communication to the Law Clerk/Committee prior to this answer being used to respond to an enquiry.

Commented [CJ14]: Comments above still apply

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Q5) What will this motion cost the Government of Canada and how many resources have been used to respond to it? Have pandemic operations been affected?

Though ~~significant or~~ substantial resources have been directed to be able to fulfil this request, each department continues to play its role in supporting the Government of Canada's pandemic response.

Before documents are submitted

As the work of gathering the requested documents is ongoing, we cannot provide a specific figure for the resource implications at this time; however, hundreds of employees across the federal government are currently involved in producing the requested documents, which will entail a significant amount of time and resources.

After documents are submitted

The estimated financial cost of responding to the motion was $XX. Approximately XX full-time employees (FTEs) were involved in the response, working a total of approximately XX hours.

*(*figures to be updated once information is available and validated)*

Q6) How many documents will be handed over to the committee?

~~This transparent undertaking has resulted in thousands of pages, including 3,000 pages from the Prime Minister's Office, already being shared with the Law Clerk and Parliamentary Counsel, a part of which is still with his office for review. Approximately XXXX pages of documents were provided to the Law Clerk and Parliamentary Counsel on December 7.~~

*(*figure to be updated as documents are provided)*

Q7) What are the Government of Canada's plans regarding vaccines?

The Government of Canada is committed to protecting the health and safety of Canadians and has a rigorous scientific review system in place to ensure vaccines are safe and effective in preventing the diseases they target.

The Government of Canada is well positioned to ensure that Canadians can be vaccinated against COVID-19. We have contracts in place to secure a large inventory of vaccines from various sources. This will give us access to seven potential vaccines with up to 358 million doses, including those that have produced recent positive results.

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Commented [BP15]: This was deleted above, should be here too.

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Final vaccine allocation and roll out will ultimately be determined by FPT governments, and will be informed by the National Advisory Committee on Immunization's (NACI) final guidance on key populations for early COVID-19 immunization.

Q8) Will these documents tell Canadians when to expect a COVID-19 vaccine?

Planning and discussions regarding vaccine roll-out in Canada are still actively underway, and because of this, confirmed dates on when specific individuals can expect to receive a vaccine will likely not be included in the requested documents.

Commented [EE16]: We are uncertain at this time as to what the documents contain. There have been recent announcements about when Canadian may expect a COVID-19 vaccine.

*(***Based on any sensitive documents identified by departments in their search, we will develop further key messages and Qs&As to address those issues.)*

Q9) What is the cause of the delay in providing documents to the Health Committee?

Q10) What is the current estimate of the number of pages/documents to be provided to the Committee?

Q11) What is the schedule for the next batches of documents to be provided to the Committee?

Q12) What is the timeline for providing the balance of the documents that respond to the motion?

Q13)Who is the final arbiter regarding exemptions? Is it departments or the Law Clerk and Parliamentary Counsel?

MEDIA RELATIONS PROTOCOL

DRAFT

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- PCO Media Relations will be the point of contact for media calls about the coordination of the Government's response to the motion.
- Departmental media relations will be responsible for responding to media requests about specific documents, with leads to be determined based on the documents' subject matter.
- All departmental media calls on this issue should be flagged by departmental media relations to the relevant PCO analyst.

Communications Advisor **s.16(2)**
Laura Cummings, [redacted]
Philippe Charlebois, [redacted]
Senior Analyst, Communications and Consultations (PCO)

DRAFT

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Simmering, William

From: Mondou, Isabelle
Sent: Wednesday, February 24, 2021 4:44 PM
To: Donovan, John
Cc: MacKillop, Ken; Massabki, Myriam; Butara, Frank; Patterson, Adine
Subject: RE: Update PSPC messaging: FYA- motion posting -

Super. Thanks.

From: Donovan, John <John.Donovan@pco-bcp.gc.ca>
Sent: Wednesday, February 24, 2021 4:06 PM
To: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Cc: MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>
Subject: Re: Update PSPC messaging: FYA- motion posting -

Hi Isabelle,

L&HP notes that there is no update (Jean Cintrat says he happy to discuss), awaiting his call.

John Donovan
PCO-BCP
613 957-5314

> On Feb 24, 2021, at 11:52 AM, Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca> wrote:
>
> Thanks John. Maybe worth to check with LHP.
>
> Sent from my iPhone
>
> > On Feb 24, 2021, at 11:24 AM, Donovan, John <John.Donovan@pco-bcp.gc.ca> wrote:
> >
> > Hi Isabelle,
> >
> > Following up with PSPC, no response yet.
> >
> > John
> >
> > ---
> >
> > **From:** Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
> > **Sent:** Wednesday, February 24, 2021 10:57 AM
> > **To:** Donovan, John <John.Donovan@pco-bcp.gc.ca>
> > **Cc:** MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>
> > **Subject:** RE: Update PSPC messaging: FYA- motion posting -

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John:

Any update on this?

s.19(1)

From: Donovan, John <John.Donovan@pco-bcp.gc.ca>
Sent: Sunday, February 21, 2021 11:25 AM
To: [redacted]@pmo-cpm.gc.ca>; [redacted]@pmo-cpm.gc.ca>; [redacted]@pmo-cpm.gc.ca>; [redacted]@pmo-cpm.gc.ca>; [redacted]@pmo-cpm.gc.ca>; [redacted]@pmo-cpm.gc.ca>; [redacted]@pmo-cpm.gc.ca>; [redacted]@pmo-cpm.gc.ca>; [redacted]@pmo-cpm.gc.ca>; [redacted]@pmo-cpm.gc.ca>; [redacted]@pmo-cpm.gc.ca>
Cc: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Patterson, Adine <Adine.Patterson@pco-bcp.gc.ca>
Subject: Update PSPC messaging: FYA- motion posting -

Good morning,

For awareness, please see PSPC messaging on HESA Production of Papers which are concurrently with their MinO for approval.

s.23

Note that this is in part pre-approved messaging that they've used in the past [redacted] I believe there are discussions underway to removed/redact the documents/details.

[redacted] I will share final approved messaging asap.

Thx,

John Donovan
PCO-BCP
613 796- 0530

From: "Mondou, Isabelle" <Isabelle.Mondou@pco-bcp.gc.ca>
Date: February 20, 2021 at 6:57:13 PM EST
Subject: Re: FYA- motion posting -

> PSPC has flagged that three documents (attached) that were provided to the Law Clerk by PMO in response to the Order for the production of papers related to the Covid response include Confidential Business Information or otherwise sensitive third party information. These documents are

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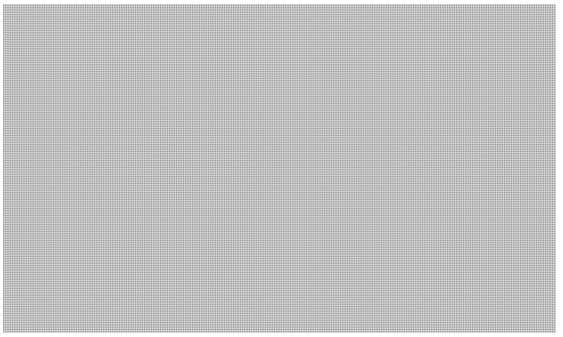
currently on a parliamentary web site with the other documents tabled to date.

There are two separate issues:

s.23



The second relates to an email regarding the rapid test BD Veritor. The sensitive information relates to the contract costs and prices – PSPC has noted that based on past experience where the government has inadvertently shared this type of information it has often resulted in legal action by the supplier. PSPC has advised the company of the disclosure, using its normal protocols.

PCO advice is that the Law Clerk be asked to remove these documents from the web site. The deputy Clerk is in contact with Brian on this issue.

Myriam and Adine are working with PSPC and Justice on media lines. Please let us know if you have any questions.

On Feb 20, 2021, at 6:02 PM, Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca> wrote:

PMO colleagues,

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FYA. PSPC have flagged a document of concern in an email released by PMO for the motion contains confidential business information (rapid test pricing).

Here it is: https://ourcommons.azureedge.net/data/Motion2020-10-26/2021-02-19-SPDP-8550-432-1-04/HESA_PMO-BPM_0003307_E.pdf.

The sensitive information is really the costs and prices of rapid test –

s.21(1)(b)

[redacted]

We are working with PSPC on responsive lines.

Myriam

Myriam Massabki
Directrice générale des opérations
p.i. A/Director General, Operations
Communications, BCP/PCO
85, Sparks, Ottawa, ON
Cell: [redacted]

s.16(2)

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Simmering, William

From: Moreau-Tremblay, Christine (CCLU.GJCC)
Sent: Wednesday, February 24, 2021 3:03 PM
To: Babad, Luke
Cc: Brochet, Vanessa; Jeffrey, Tamara
Subject: MOTION - document ready for approval

Hi Luke,

I have added the document Id ending with 2060 to a new binder for approval. The binder is APPROVAL / 00003 COVID-19 additional document. Will you approve this document or should Mme Blanchard do it?

Do you think this document can be approved before Friday?

Thank you,
Christine

Christine Moreau-Tremblay
Paralegal and Operations Coordinator / Parajuriste et coordonnatrice des opérations
Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister /
Bureau de la conseillère juridque auprès du greffier du Conseil privé et sous-ministre adjointe
Privy Council Office Legal Services Sector / Secteur des services juridiques du Bureau du Conseil privé
Tel / Tél : 613-957-5282
christine.moreau-tremblay@pco-bcp.gc.ca

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Simmering, William

From: Cintrat, Jean
Sent: Thursday, February 25, 2021 8:35 AM
To: Halucha, Paul; Henry, Barbara; Robinson, Jodi; Setlakwe, Lisa; Schwendt, Steven; Shannon, Tara; Bouchard, Chantal; Blanchard, Dominique; Wong-Fortin, Bonny; Baird, Louise; Lynch, Matthew; Brochet, Vanessa; Roussy, Daniel; van Dieen, Jodie; Bisson, Melissa; Butara, Frank; Rivet, Raymond; Tessier, Jean; Chretien, Kimberley; Muir, Alexandra; Malone, Lorna; Champoux, Elizabeth; Adler, Jeremy; Harty, Siobhan; Brunelle-Côté, Antoine; MacKillop, Ken; Perreault, Claudie; Bowles, Louise; Fung, Jennifer; Fee, Stuart; Neilson, David; Kasouf, Steven; Charlebois, Philippe; Massabki, Myriam; Dewar, Julia; Rivet, Raymond; Massabki, Myriam
Cc: Welbourne, Maia; Jeffrey, Tamara; Mulkins, Marta
Subject: Oct 26 motion

Thank you once again for your work in responding to the October 26 motion ordering the production of documents related to the government's response to the COVID-19 Pandemic.

We note that the majority of departments, including PCO, have completed the identification of all documents that were Protected B and below that did not contain sensitive information. Some have started their review of documents containing sensitive information.

To this end, for added clarity, the following modification is being made to the treatment of irrelevant information

- **Irrelevant information:** If a document that is otherwise responsive to the motion contains information that is irrelevant (non-responsive), the irrelevant portion will be highlighted as irrelevant **and** as required, sensitive information contained will be highlighted in a similar fashion as relevant information (e.g., cabinet confidence, advice, personal information, etc.).

The guidance is applicable to records in both the Protected B and below and classified environments of Nuix. Instructions prepared by DoJ on how to highlight sensitive information will be updated accordingly and distributed via the Justice MS Teams Channel.

The remaining instructions on the highlighting and redaction of sensitive information issued on December 21, 2020 are unchanged.

Je vous remercie une fois de plus pour le travail que vous avez effectué afin de répondre à la motion du 26 octobre visant la production de documents concernant la réponse du gouvernement à la pandémie de COVID-19.

Nous notons que la majorité des ministères, incluant le BCP, ont terminé l'identification de tous les documents protégés B et inférieurs qui ne contiennent aucuns renseignements sensibles. Certains ont commencé leur examen des documents contenant des renseignements sensibles.

À cette fin, pour plus de clarté, la modification suivante est apportée au traitement des renseignements qui ne relèvent pas du champ d'application de la motion :

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- **Renseignements qui ne relèvent pas du champ d'application de la motion :** si un document qui répond par ailleurs à la motion contient des renseignements qui ne relèvent pas du champ d'application de la motion (non pertinent), la partie non pertinente sera mise en évidence comme non pertinent **et** le cas échéant les renseignements sensibles seront mises en évidence de la même manière que les informations pertinentes (par exemple, les documents confidentiels du Cabinet, les renseignements qui consistent en des conseils, les renseignements personnels, etc.).

Les lignes directrices sont applicables aux documents dans les environnements protégé B et inférieurs ainsi que classifiés de Nuix. Les instructions préparées par le ministère de la Justice sur la façon de mettre en évidence les renseignements sensibles seront mises à jour en conséquence et diffusées via la chaîne MS Teams de Justice.

Les autres lignes directrices sur la mise en évidence et le caviardage des renseignements sensibles publiées le 21 décembre 2020 demeurent les mêmes.

Jean

Jean Cintrat
Directeur des Opérations, Affaires parlementaires
Bureau du Conseil privé / Gouvernement du Canada
Director of Operations, Parliamentary Affairs
Privy Council Office / Government of Canada
jean.cintrat@pco-bcp.gc.ca

Pages 1555 to / à 1556

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Simmering, William

From: Martel, Camille
Sent: Thursday, February 25, 2021 11:21 AM
To: Butara, Frank
Subject: RE: MOTION - Comms - password protected documemts

s.16(2)

[redacted]

From: Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Sent: Thursday, February 25, 2021 11:19 AM
To: Martel, Camille <Camille.Martel@pco-bcp.gc.ca>
Subject: FW: MOTION - Comms - password protected documemts

Hi,

See below… Do you remember?

Frank Butara
Privy Council Office / Bureau du Conseil privé
Mobile: [redacted]

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: Thursday, February 25, 2021 10:38 AM
To: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Cc: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: MOTION - Comms - password protected documemts

Good Morning,

In our clean-up of protected B and below records, we have discovered three documents in your collection that are password protected. Following the initial binary review, we note that they have been coded as HL Required and classified as Protected C. Would you be able to obtain the passwords from the Ken and Camille in order for us to be able to correct the documents in Ringtail.

Document Title	Document ID	Document Indexing S
[redacted]	[redacted]	Failure - Encrypted
[redacted]	[redacted]	Failure - Encrypted
[redacted]	[redacted]	Failure - Encrypted

s.16(2)

Thank you,

Tamara

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Simmering, William

From: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>
Sent: Thursday, February 25, 2021 11:58 AM
To: MacKillop, Ken
Subject: FW: MOTION - Comms - password protected documemts

Howdy Ken:
Tamara was looking for the password for these items. I can pass them on, or perhaps you wish to.
Cheers,
Brian

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: Thursday, February 25, 2021 10:38 AM
To: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Cc: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: MOTION - Comms - password protected documemts

Good Morning,

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s.16(2)

Document Title	Document ID	Document Indexing St
[redacted]	[redacted]	Failure - Encrypted
[redacted]	[redacted]	Failure - Encrypted
[redacted]	[redacted]	Failure - Encrypted

Thank you,

Tamara

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Simmering, William

From: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Sent: Thursday, February 25, 2021 9:06 AM
Cc: Salem, Nicole (AADNC/AANDC); Low, Kimberley (HC/SC); Champagne, Genevieve (HC/SC); Henry, Kelsey (PHAC/ASPC); Hinds, Chris (HC/SC); Talbot, Jacques (PS/SP); Henrichon, Marie-Eve (HC/SC); Marcil, Chloe (PHAC/ASPC); Tong, Jeffrey (HC/SC); Ghadban, Billal (PHAC/ASPC); McLeod, Jordan (PHAC/ASPC); Lord, Linda (PHAC/ASPC); ROKSANA.STALINSKI@forces.gc.ca; Tran, Uyen (PHAC/ASPC); Mackinnon2, Michael (HC/SC); Ledrew, Beverly (PHAC/ASPC); Horne, Darren (PHAC/ASPC); Larin, Amy (PHAC/ASPC); Vadnais, Fabien (HC/SC); Contant, Joanne (AAFC/AAC); Mosley, Natalie (PHAC/ASPC); Perrault, Melissa (HC/SC); Hagenimana, Vital (HC/SC); Wood, Michelyn (PHAC/ASPC); Choe, Youngeun (HC/SC); Johnston2, Brent (PHAC/ASPC); Corona, Grace (HC/SC); Kuschak, Theodore (PHAC/ASPC); Birchard, Heather (HC/SC); Seegobin, Indra (HC/SC); Robertson, Catherine (PHAC/ASPC); Hall, Suzanne (PHAC/ASPC); Ha, Andrew (HC/SC); Tanguay, Florence (PHAC/ASPC); James2, Lisa (HC/SC); Roussy, Eve (PHAC/ASPC); Belanger, Henri; de Vlieger, Derek; Crawford, Claire (PHAC/ASPC)
Subject: RE: HESA COVID Motion Regular SME-QC reviewer call / Appel pour les EM/CQ du motion HESA COVID

Good morning,

Apologies for the string of cancellations of these meetings lately. Going forward the meetings will happen at least once a week even if there are no items on the agenda to be discussed. At the very least we will have the Q&A on the agenda which will still give us all a chance to ask any questions that may arise during the processing of records for the motion, be it technical or procedural. We are entering Phase 2 of this process with the highlighting of records so there will certainly be questions during this time which will mean the meetings will happen more regularly.

I wish you all a great day!

Steven Kasouf

Deputy Director, Access to Information and Privacy
Privy Council Office / Government of Canada
Tel: 613-960-4085
Fax: 613-960-4201
steven.kasouf@pco-bcp.gc.ca

Directeur adjoint, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
Tél: 613-960-4085
Télécopieur: 613-960-4201
steven.kasouf@pco-bcp.gc.ca

-----Original Appointment-----
From: Kasouf, Steven
Sent: Wednesday, January 13, 2021 10:17 PM
To: Kasouf, Steven; Stringham, James; irene.balite@canada.ca; sarah.biard-macneil@canada.ca; sean.collins@canada.ca; patrick.crosby@canada.ca; caroline.feggans@canada.ca; sacha.forstner@canada.ca; josh.keon@canada.ca; stephanie.lang@canada.ca; chantal.lavoie@canada.ca; cayley.nesrallah@canada.ca; marie-

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Little, Laura (TBS); Suzy.McDonald@tbs-sct.gc.ca; Anik.Meredith@tbs-sct.gc.ca; Ryssa.Ndabihore@tbs-sct.gc.ca; Catherine.Primeau@tbs-sct.gc.ca; caroline.sarazin-normand@tbs-sct.gc.ca; Mary.Simone@tbs-sct.gc.ca; Myrna.Teske@tbs-sct.gc.ca; Julie.Thorpe@tbs-sct.gc.ca; Lynne.Tomson@tbs-sct.gc.ca; darlene.anderson@tc.gc.ca; elise.hamelin-johnston@tc.gc.ca; julianne.kelly@tc.gc.ca; franco.sbarra@tc.gc.ca; Natasha.Bissonnette@nrc-cnrc.gc.ca; Angela.Chatterton@nrc-cnrc.gc.ca; mark.glendenning@canada.ca; Nishma.Kassam@nrc-cnrc.gc.ca; Rhonda.Kuolee@nrc-cnrc.gc.ca; Annapurni.Narayanan@nrc-cnrc.gc.ca; rione.novak@canada.ca; alexandrea.howard@canada.ca; Robinson, Jodi; Bouchard, Chantal; Melanson, Leigh; Babad, Luke; Lefebvre, Alexandre; Shi, Anke; Chiu, Marian; Furlong, Brenna; Lynch, Christina; Bassett, Kristen; Pike, Rachelle; Laghi, Brian; Butara, Frank; Marchington, Erin; Rajulu, Aruna; Busby, Jason; Bolyea, Paula; Coughlin, Tatianna; Jeffrey, Tamara; Mulkins, Marta; Rivet, Raymond; louise.stjames@canada.ca; alana.johnson@phac-aspc.gc.ca; tara-lynn.guenette@phac-aspc.gc.ca; vanessa.ta@phac-aspc.gc.ca; beverly.ledrew@phac-aspc.gc.ca; claire.crawford@phac-aspc.gc.ca; amy.larin@phac-aspc.gc.ca; linda.lord@phac-aspc.gc.ca; denise.graveltropper@phac-aspc.gc.ca; catherine.robertson@phac-aspc.gc.ca; eve.roussy@phac-aspc.gc.ca; claude.ouellette@phac-aspc.gc.ca; michelyn.wood@phac-aspc.gc.ca; jeff.crozier@phac-aspc.gc.ca; Cajka, Krista (HC); kelsey.henry@phac-aspc.gc.ca; billal.ghadban@phac-aspc.gc.ca; florence.tanguay@phac-aspc.gc.ca; alixanderia.clymans@phac-aspc.gc.ca; jordan.mcleod@phac-aspc.gc.ca; nicolas.palanque@phac-aspc.gc.ca; graeme.archibald@phac-aspc.gc.ca; suzanne.hall@phac-aspc.gc.ca; amanda.hayne-farrell@phac-aspc.gc.ca; darren.horne@phac-aspc.gc.ca; melissa.perrault@hc-sc.gc.ca; jason.andrus@hc-sc.gc.ca; amanda.cosgrove@hc-sc.gc.ca; indra.seegobin@hc-sc.gc.ca; meagan.oakley@hc-sc.gc.ca; eric.larson@hc-sc.gc.ca; hollie.mclean@hc-sc.gc.ca; heather.birchard@hc-sc.gc.ca; genevieve.champagne@hc-sc.gc.ca; erika.adams@hc-sc.gc.ca; Caitlin.Gillespie@hc-sc.gc.ca; jan.fix@hc-sc.gc.ca; kimberley.low@hc-sc.gc.ca; michael.mackinnon@hc-sc.gc.ca; matthew.elliott@hc-sc.gc.ca; gary.rostoker@hc-sc.gc.ca; jonathan.mahdi@hc-sc.gc.ca; ronald.denault@hc-sc.gc.ca; jenny.mclaughlin@hc-sc.gc.ca; karenj.martin@canada.ca; joseph.prokipcak@hc-sc.gc.ca; jeffrey.tong@hc-sc.gc.ca; victoria.johnston@hc-sc.gc.ca; tanya.bialek@hc-sc.gc.ca; lisa.marinelli@hc-sc.gc.ca; sharla.beddome@phac-aspc.gc.ca; luisa.carter@phac-aspc.gc.ca; luke.carter@hc-sc.gc.ca; youngeun.choe@hc-sc.gc.ca; maria.coady@hc-sc.gc.ca; grace.corona@hc-sc.gc.ca; erika.demaine@hc-sc.gc.ca; darrin.denne@hc-sc.gc.ca; helen.el-koura@hc-sc.gc.ca; benjamin.gallant@hc-sc.gc.ca; andrew.ha@hc-sc.gc.ca; vital.hagenimana@hc-sc.gc.ca; katherine.hanson@hc-sc.gc.ca; chris.hinds@hc-sc.gc.ca; lisa.james@hc-sc.gc.ca; brent.johnston@phac-aspc.gc.ca; theodore.kuschak@phac-aspc.gc.ca; catherine.lamarre@phac-aspc.gc.ca; xavier.liebenlouis@phac-aspc.gc.ca; natalie.mosley@phac-aspc.gc.ca; louise.payette@hc-sc.gc.ca; kim.stilwell@phac-aspc.gc.ca; uyen.tran@phac-aspc.gc.ca; tinam.wang@canada.ca; amy.yu@hc-sc.gc.ca; steve.joanisse@canada.ca; sylvie.beauvais@canada.ca; eric.bourbonnais@canada.ca; stephanie.burnettlandry@canada.ca; dominy.homan@canada.ca; johanne.leclerc@canada.ca; ana.maia@canada.ca; caroline.menard@canada.ca; chris.parsons@canada.ca; trevor.cunningham@canada.ca; sashsha.rusenstrom@canada.ca; tania.vervloet@canada.ca; Guillaume.Benoit-Gagne@ecn.forces.gc.ca; Deirdra.finn@ecn.forces.gc.ca; MICHAEL.VERSTAPPEN@ecn.forces.gc.ca; JEANNINE.LEPINE@ecn.forces.gc.ca; christine.moore@ecn.forces.gc.ca; Sandra.Douville@ecn.forces.gc.ca; DAVID.DAGENAIS@ecn.forces.gc.ca; LAURA.MAYO@ecn.forces.gc.ca; STEEVE.CHAMBERLAND@ecn.forces.gc.ca; gregory.Keach@ecn.forces.gc.ca; ROKSANA.STALINSKI@ecn.forces.gc.ca; Laurent.gemar@hc-sc.gc.ca; Magro, Sabrina; kelly.anderson@phac-aspc.gc.ca; todd.coulter@phac-aspc.gc.ca; wilma.kuiper@canada.ca; Dufresne, Robert (HC); Matar-Chaar, Roueida (HC); Delage, Louis-Philippe (PWGSC); Schernthaner, Julia (DFAIT-JLT); marie-eve.henrichon@hc-sc.gc.ca; Vadnais, Fabien (HC); duane.wilson@canada.ca; divashan.naidoo@canada.ca; genevieve.tremblay2@canada.ca; Leon, Lise; julie.irvine2@canada.ca; joanne.contant@agr.gc.ca; Holzschuh, Kate (FIN); melissa.paquette2@canada.ca; timothea.gibb@canada.ca; Patrick.Lefebvre@cihr-irsc.gc.ca; Claire.Pilon-Robertson@cihr-irsc.gc.ca; Gauthier, Jean-pierre (HC/SC); joel.xavier@canada.ca; McKay, Cameron;

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justin.bernard@tc.gc.ca; catherine.neron@canada.ca; Young, Nicholas; francis.desabraisboyer@canada.ca; Moreau-Tremblay, Christine (CCLU.GJCC); Désilets, Virginie; Pozzolo, Irene; Schmiedendorf, Carling; Shelby.Thaler@justice.gc.ca; Caldwell, Chelsea; minoo.henry@canada.ca; [redacted] nicholas.ignatieff@canada.ca; Hartnell, Chad
Cc: Salem, Nicole (AADNC/AANDC); Low, Kimberley (HC/SC); Champagne, Genevieve (HC/SC); Henry, Kelsey (PHAC/ASPC); Hinds, Chris (HC/SC); Talbot, Jacques (PS/SP); Henrichon, Marie-Eve (HC/SC); Marcil, Chloe (PHAC/ASPC); Tong, Jeffrey (HC/SC); Ghadban, Billal (PHAC/ASPC); McLeod, Jordan (PHAC/ASPC); Lord, Linda (PHAC/ASPC); ROKSANA.STALINSKI@forces.gc.ca; Tran, Uyen (PHAC/ASPC); Mackinnon2, Michael (HC/SC); Ledrew, Beverly (PHAC/ASPC); Horne, Darren (PHAC/ASPC); Larin, Amy (PHAC/ASPC); Vadnais, Fabien (HC/SC); Contant, Joanne (AAFC/AAC); Mosley, Natalie (PHAC/ASPC); Perrault, Melissa (HC/SC); Hagenimana, Vital (HC/SC); Wood, Michelyn (PHAC/ASPC); Choe, Youngeun (HC/SC); Johnston2, Brent (PHAC/ASPC); Corona, Grace (HC/SC); Kuschak, Theodore (PHAC/ASPC); Birchard, Heather (HC/SC); Seegobin, Indra (HC/SC); Robertson, Catherine (PHAC/ASPC); Hall, Suzanne (PHAC/ASPC); Ha, Andrew (HC/SC); Tanguay, Florence (PHAC/ASPC); James2, Lisa (HC/SC); Roussy, Eve (PHAC/ASPC); Belanger, Henri; de Vlieger, Derek; Crawford, Claire (PHAC/ASPC)
Subject: HESA COVID Motion Regular SME-QC reviewer call / Appel pour les EM/CQ du motion HESA COVID
When: Monday, March 1, 2021 10:00 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).
Where: Microsoft Teams Meeting

Updating invite list in hopes that the meeting chat will be available to all

Agenda will be added as required. If there is anyone missing from this distribution list, please let me know and I will add them and update the list. Thanks. / *L'horaire sera ajouté si necessaire. S'il y a quelqu'un qui manque de cette liste de distribution veuillez me le faire savoir et je vais l'ajouter et mettre à jour la liste. Merci.*

Microsoft Teams meeting

Join on your computer or mobile app
Click here to join the meeting

Or call in (audio only) s.16(2)

[redacted] Canada, Ottawa-Hull
Phone Conference ID: [redacted]
Find a local number | Reset PIN

Learn More | Meeting options

Steven Kasouf

Deputy Director, Access to Information and Privacy
Privy Council Office / Government of Canada
steven.kasouf@pco-bcp.gc.ca
C – [redacted]

Directeur adjoint, Accès à l'information et la protection des renseignements personnels
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C – [redacted]

s.16(2)

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Simmering, William

From: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>
Sent: Thursday, February 25, 2021 11:23 AM
To: Jeffrey, Tamara; Butara, Frank
Cc: Rivet, Raymond
Subject: RE: MOTION - Comms - password protected documemts

Hi Tamara:
I'm not sure that I personally dealt with these three documents (it doesn't ring a bell).
I wonder if it wouldn't be more productive to ask Ken for the passwords.
Brian.

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: Thursday, February 25, 2021 10:38 AM
To: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Cc: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: MOTION - Comms - password protected documemts

Good Morning,

In our clean-up of protected B and below records, we have discovered three documents in your collection that are password protected. Following the initial binary review, we note that they have been coded as HL Required and classified as Protected C. Would you be able to obtain the passwords from the Ken and Camille in order for us to be able to correct the documents in Ringtail.

Document Title	Document ID	Document Indexing St
[redacted]	[redacted]	Failure - Encrypted
[redacted]	[redacted]	Failure - Encrypted
[redacted]	[redacted]	Failure - Encrypted

s.16(2)

Thank you,

Tamara

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Simmering, William

From: Wong-Fortin, Bonny
Sent: Thursday, February 25, 2021 9:57 AM
To: Babad, Luke; Shi, Anke; Lefebvre, Alexandre
Subject: FW: Oct 26 motion

Not sure what the material change is beyond irrelevant information being marked as such.

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Thursday, February 25, 2021 8:35 AM
To: Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Shannon, Tara <Tara.Shannon@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Baird, Louise <Louise.Baird@pco-bcp.gc.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Roussy, Daniel <Daniel.Roussy@pco-bcp.gc.ca>; van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; Bisson, Melissa <Melissa.Bisson@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Muir, Alexandra <Alexandra.Muir@pco-bcp.gc.ca>; Malone, Lorna <Lorna.Malone@pco-bcp.gc.ca>; Champoux, Elizabeth <Elizabeth.Champoux@pco-bcp.gc.ca>; Adler, Jeremy <Jeremy.Adler@pco-bcp.gc.ca>; Harty, Siobhan <Siobhan.Harty@pco-bcp.gc.ca>; Brunelle-Côté, Antoine <Antoine.Brunelle-Cote@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Perreault, Claudie <Claudie.Perreault@pco-bcp.gc.ca>; Bowles, Louise <Louise.Bowles@pco-bcp.gc.ca>; Fung, Jennifer <Jennifer.Fung@pco-bcp.gc.ca>; Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>; Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>; Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Dewar, Julia <Julia.Dewar@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>
Cc: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>
Subject: Oct 26 motion

Thank you once again for your work in responding to the October 26 motion ordering the production of documents related to the government's response to the COVID-19 Pandemic.

We note that the majority of departments, including PCO, have completed the identification of all documents that were Protected B and below that did not contain sensitive information. Some have started their review of documents containing sensitive information.

To this end, for added clarity, the following modification is being made to the treatment of irrelevant information

- **Irrelevant information:** If a document that is otherwise responsive to the motion contains information that is irrelevant (non-responsive), the irrelevant portion will be highlighted as irrelevant **and** as required, sensitive information contained will be highlighted in a similar fashion as relevant information (e.g., cabinet confidence, advice, personal information, etc.).

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The guidance is applicable to records in both the Protected B and below and classified environments of Nuix. Instructions prepared by DoJ on how to highlight sensitive information will be updated accordingly and distributed via the Justice MS Teams Channel.

The remaining instructions on the highlighting and redaction of sensitive information issued on December 21, 2020 are unchanged.

Je vous remercie une fois de plus pour le travail que vous avez effectué afin de répondre à la motion du 26 octobre visant la production de documents concernant la réponse du gouvernement à la pandémie de COVID-19.

Nous notons que la majorité des ministères, incluant le BCP, ont terminé l'identification de tous les documents protégés B et inférieurs qui ne contiennent aucuns renseignements sensibles. Certains ont commencé leur examen des documents contenant des renseignements sensibles.

À cette fin, pour plus de clarté, la modification suivante est apportée au traitement des renseignements qui ne relèvent pas du champ d'application de la motion :

- **Renseignements qui ne relèvent pas du champ d'application de la motion :** si un document qui répond par ailleurs à la motion contient des renseignements qui ne relèvent pas du champ d'application de la motion (non pertinent), la partie non pertinente sera mise en évidence comme non pertinent **et** le cas échéant les renseignements sensibles seront mises en évidence de la même manière que les informations pertinentes (par exemple, les documents confidentiels du Cabinet, les renseignements qui consistent en des conseils, les renseignements personnels, etc.).

Les lignes directrices sont applicables aux documents dans les environnements protégé B et inférieurs ainsi que classifiés de Nuix. Les instructions préparées par le ministère de la Justice sur la façon de mettre en évidence les renseignements sensibles seront mises à jour en conséquence et diffusées via la chaîne MS Teams de Justice.

Les autres lignes directrices sur la mise en évidence et le caviardage des renseignements sensibles publiées le 21 décembre 2020 demeurent les mêmes.

Jean

Jean Cintrat
Directeur des Opérations, Affaires parlementaires
Bureau du Conseil privé / Gouvernement du Canada
Director of Operations, Parliamentary Affairs
Privy Council Office / Government of Canada
jean.cintrat@pco-bcp.gc.ca

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Simmering, William

From: Bouchard, Chantal
Sent: Thursday, February 25, 2021 4:17 PM
To: Robinson, Jodi
Cc: Furlong, Brenna; Babad, Luke; Chiu, Marian
Subject: Re: Motion

Ditto for sdp

Sent from my iPhone

On Feb 25, 2021, at 3:06 PM, Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca> wrote:

Hi Brenna,

We (ERDP) have not started the redactions yet. Have been waiting for LHP to give the signal.

Jodi

Jodi Robinson
Cell: [redacted] s.16(2)

From: Furlong, Brenna <Brenna.Furlong@pco-bcp.gc.ca>
Sent: Thursday, February 25, 2021 3:05 PM
To: Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Babad, Luke <Luke.Babad@pco-bcp.gc.ca>
Cc: Chiu, Marian <Marian.Chiu@pco-bcp.gc.ca>
Subject: Motion

Hi All,

Just wanted to do a bit of a signals check on where other PCO groups are on the motion review. I thought IGA was a bit behind but I'm hearing that PCO in general hasn't started the highlighting/redaction phase of the Protected B documents yet.

Also hearing that L&HP will be sending out a message to all SMEs, QCs, and approvers shortly regarding transferring the remainder of the Protected B and below collection to the Justice system to allow everyone to work from home (although I believe most of us are using talons to do the review from home anyways).

Anyways, grateful if you could let me know if you've started the highlighting phase so I can give my ADM a bit of an update on if/how IGA is slacking ☺

Thanks,
Brenna

Brenna Furlong

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Intergovernmental Affairs / Affaires intergouvernementales
Privy Council Office / Bureau du Conseil privé
Government of Canada / Gouvernement du Canada
Tel: 613-943-4632 / Mobile: [redacted]
brenna.furlong@pco-bcp.gc.ca

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Simmering, William

From: Cintrat, Jean
Sent: Friday, February 26, 2021 6:52 PM
To: Halucha, Paul; Henry, Barbara; Robinson, Jodi; Setlakwe, Lisa; Schwendt, Steven; Shannon, Tara; Bouchard, Chantal; Blanchard, Dominique; Wong-Fortin, Bonny; Baird, Louise; Lynch, Matthew; Brochet, Vanessa; Roussy, Daniel; van Dieen, Jodie; Bisson, Melissa; Butara, Frank; Rivet, Raymond; Tessier, Jean; Chretien, Kimberley; Muir, Alexandra; Malone, Lorna; Champoux, Elizabeth; Adler, Jeremy; Harty, Siobhan; Brunelle-Côté, Antoine; MacKillop, Ken; Perreault, Claudie; Bowles, Louise; Fung, Jennifer; Fee, Stuart; Neilson, David; Kasouf, Steven; Charlebois, Philippe; Massabki, Myriam; Dewar, Julia; Rivet, Raymond; Massabki, Myriam
Cc: Jeffrey, Tamara; Mulkins, Marta; Welbourne, Maia
Subject: Oct 26 motion COVID-19

Please find below the link to documents tabled in the House today.
Veuillez trouver plus bas le lien vers les documents déposés en Chambre aujourd'hui.

https://www.ourcommons.ca/content/Committee/Motion2020-10-26/2021-02-26-SPDP-8550-432-1-05/documents-e.html

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Simmering, William

From: Blanchard, Dominique
Sent: Friday, February 26, 2021 2:03 PM
To: Babad, Luke
Subject: Re: Opposition motion

Do we have more going out today?

On Feb 26, 2021, at 1:47 PM, Babad, Luke <Luke.Babad@pco-bcp.gc.ca> wrote:

I connected with LHP. Their answer was that SDP and ERDP had a far greater proportion of documents that required redaction than we did. Most of the IGA documents are going through heavy review for FPT injury tests.

The batches to be released today and subsequently to the law clerk will include increasing numbers of other sectors' documents.

Luke Babad
Senior Advisor|Conseiller principale
COVID-19 Secretariat|Secrétariat COVID-19
Privy Council Office|Bureau du Conseil privé
Government of Canada | Gouvernement du Canada **s.16(2)**

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Simmering, William

From: Kasouf, Steven
Sent: Sunday, February 28, 2021 1:44 PM
To: Kasouf, Steven
Subject: FW: February 11th SME-QC Reviewer Call Notes

Importance: High

Bringing forward for Monday's call

Steven Kasouf

Deputy Director, Access to Information and Privacy
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steven.kasouf@pco-bcp.gc.ca
B: 613-960-4085
T: 613-960-4201

From: McKay, Cameron <Cameron.McKay@pco-bcp.gc.ca>
Sent: February 11, 2021 3:20 PM
To: Covid-Motion <Covid-Motion@justice.gc.ca>
Cc: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Subject: February 11th SME-QC Reviewer Call Notes
Importance: High

Hello,

Attached are the notes from today's SME-QC Reviewer Call. Please upload them to the COVID Motion Channel.

All the best,

Cameron McKay

Junior ATIP Analyst, Access to Information and Privacy
Privy Council Office / Government of Canada
cameron.mckay@pco-bcp.gc.ca / Tel: 613-957-5617

Analyste junior à l'AIPRP, Accès à l'information et la protection des renseignements personnels
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- **11/02/2021**

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- General Discussion

  - Recap of Feb. 4, 2021 Call:

    - Demonstrations of multiple processes on the Justice Teams channel
    - [redacted] s.23
    - Update: COVID morning briefs sent around from PCO
      - Steven K (PCO): Yes they originate from PCO and we will have copies of them, but they may have been altered slightly in other departments
        - Your department needs to review for any changes or sensitive information
        - If your department gave info to PCO for the briefs, you might be best placed to assist with other departments looking through their versions
    - IET will be created and SMEs may be involved in the team but depends on your departmental choice
    - Law Clerk has tabled documents in both official languages, in case there seem to be additional documents
    - Approval stage at ADM/DM level, discussed best possible options for senior official reviews
    - FPT process is still under discussion
    - Draft documents not to be included, only final documents
    - Email banter: get rid of any irrelevant transitory email exchange but make sure to look for hidden issues like Cab con
    - Mark duplicates
    - Implicating Consulting Groups/TP: look for CBI or TP info, but contact Annie P for assistance
    - Names and signatures: will be highlighted as 19(1) personal information but will be left up to the Law Clerk for their decision as injurious or not
    - Steven K (PCO) has resent the meeting invitation so that everyone has access to the chat, but not many other options if that fails to work
    - Question in Comments
      - Concern about FPT remaining purple: if it is highlighted injurious, it will be turn black and will be redacted
      - If it is not deemed injurious, it will remain the original color

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- Other Topics

  - Jean-Pierre (HC) : Workflow/OGD Consultation/IET Presentation on how HC is processing their records

    - Note: the following information is available in the Redaction Workflow document from HC, which has been circulated to the members of the call by email
      - Can be shared as necessary

    - Document aims to break down the processing steps in the workflow in order to map out the process

    - IET takes place after QC stage

    - Injury Evaluation Team will be broken down by expertise, using individuals who are experts in subjects to review specific issues (ex. Int. Affairs expert will look for int. affairs issues)
      - Still discussing how the team will be organized

    - Team membership: may be adding journalists from QaQc department

    - Hard to group documents that are pertinent to multiple groups/departments

    - Best evaluation of the IET will be to see it in practice
      - the natural concentration of sensitive issues will give a workable approximation for what specialists/members are to look for and work on

    - Intend to have a meeting to share ideas and strategies, as well as a forum for discussion

    - ATIP officials will be working closely to ensure the process is working and provide assistance

    - Will utilize a coordination team to circulate the lines of communication
    - In the annex of the document: a series of FAQs/key questions that can be used by an individual to identify injurious and sensitive topics, assisting them in the redaction/highlight process

    - NOTE: organizing group is very open to and grateful for comments and suggestions

    - James S (DOJ): there will be a pilot project to see how the work flow will operate (similar to the QC pilot project), and likewise with the IET phase

    - Question: Nicole S (ISC/CIRNAC): who is best placed in their department to do the IET phase, should it be an ATIP individual, or the individual who has been working as a QC?
      - Jean Pierre (HC): having a different set of eyes may be better
      - Steven K (PCO): should be including the ATIP people given the references to ATIA, but it is up to the department to decide at what stage

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- OGD Consultations will happen after the IET process

- Faced a lot of confusion when there was a document that originated from an OGD, and hesitant to redact on other people's work
    - If the document comes from an OGD, the process will send it to the OGD for advice after briefly doing an injury evaluation
    - Ask OGD who is the author and what they recommend
    - Best to defer to OGD and listen to their advice
    - After it comes back, there will be a QC and then to the ADM and finally DM for approval

- In the case a document is sent to the team from an OGD for consultation, team will highlight and redact information, and it will be returned to the OGD after ADM/DM approval stage

- When the document is a combination of input from different departments, we will strongly avoid an endless loop of redactions and highlights from multiple departments
    - Only solution is to have a discussion between groups, but this scenario can cause issues
    - All of this is covered in the document
    - James S (DOJ): page 4, documents that are highlighted by QCs will go to IET, but not others

- Dominy (ISED): has the approval (ADM/DM) stage been tested?
    - Jean Pierre: we have a pilot project that is planned, but will be happening soon

- This document could serve as a base or guideline for OGDs to use or adopt to their process

- Selection of Motion Paragraph
    - Reminder to SMEs is responsible to select the motion paragraph, if the QCer sees it hasn't be selected the QCer can select it at their stage of the review.

- Internal consultations
    - Steven K (PCO): Want to know how internal consultations being done, to avoid missing any issues before ADM/DM approval.
    - Let Steven K (PCO) know other suggestions aside from calling/emailing others in your department directly for their input
    - Make sure you know who the other SMEs/QCs are in your own department

- <u>Q&A</u>

- Chantal B (PCO): When is the next submission?
    - Next week, and the documents need to have already been approved by senior officials, needed them by Wednesday (10th), and still do your redactions
    - James S (DOJ): Batch 7, the batch being released after this next one, we don't have a due/release date yet
    - Steven K (PCO): This next batch (Feb 18th) will hopefully be the last submission without "no highlights required" documents

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- Chantal B (PCO): When your workflows will be ready, as well as for training
    - Vanessa B (PCO): she will address the issue offline as it is internal to PCO

- Grace C (HC): can we use a spreadsheet for ADM approvals?
    - James S (DOJ): the process needs official ADM/DM agreement with redactions, and this isn't done well through a spreadsheet. Their decisions should not be in a spreadsheet and should be in Ringtail/Nuix.

- Laurent G (HC): what should we be doing for irrelevant information?
    - Steven K (PCO): we do not sever irrelevant information in a document that is relevant, if it should be highlighted or is injurious then please highlight
    - James S (DOJ): do we highlight everything irrelevant, or use your discretion? You have the ability to highlight and review all, but that defeats the purpose of the IET
    - Steven K (PCO): focus primarily on the important relevant information
    - Vanessa B (PCO): treat irrelevant information as the same as relevant
        - Still need to go through all the irrelevant information as long as there is any relevant information in the document
    - Decision is to code document as irrelevant if entirely irrelevant. If part of it is relevant then it must be processed and the irrelevant information should be reviewed for potentially sensitive/injurious information

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Simmering, William

From: Kasouf, Steven
Sent: Sunday, February 28, 2021 11:45 AM
To: Cintrat, Jean
Cc: Mulkins, Marta; Jeffrey, Tamara; Brochet, Vanessa; Coughlin, Tatianna; Kasouf, Steven; Stringham, James
Subject: RE: Oct 26 motion COVID-19

Hi Jean,

I was thinking about this lately how Tatianna and I, as QC reviewers for PCO, have been flagging cell phones, meeting/conference ID #s, passwords, etc for information to be highlighted in the documents for the motion (consistent with how we redact the same information in ATIP requests). However, in the instructions for information to be highlighted there appears to not be a highlight for "security" consistent with 16(2) of the ATIA wherein the above information would be redacted.

I noticed in some of the information already tabled in the house includes cell phone numbers. I know not all departments redact cell phone numbers consistently as they are not aware of the security risks that may arise with releasing this information.

Given that the above information should be redacted for security reasons is it possible to add this as a highlight so it can be flagged at the QC forum for everyone to start consistently highlighting this information?

Thanks

Steven Kasouf

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Privy Council Office / Government of Canada
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F: 613-960-4201

Directeur adjoint, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
steven.kasouf@pco-bcp.gc.ca
B: 613-960-4085
T: 613-960-4201

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: February 26, 2021 6:52 PM
To: Halucha, Paul <Paul.Halucha@pco-bcp.gc.ca>; Henry, Barbara <Barbara.Henry@pco-bcp.gc.ca>; Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>; Setlakwe, Lisa <Lisa.Setlakwe@pco-bcp.gc.ca>; Schwendt, Steven <Steven.Schwendt@pco-bcp.gc.ca>; Shannon, Tara <Tara.Shannon@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Blanchard, Dominique <Dominique.Blanchard@pco-bcp.gc.ca>; Wong-Fortin, Bonny <Bonny.Wong-Fortin@pco-bcp.gc.ca>; Baird, Louise <Louise.Baird@pco-bcp.gc.ca>; Lynch, Matthew <Matthew.Lynch@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Roussy, Daniel <Daniel.Roussy@pco-bcp.gc.ca>; van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; Bisson, Melissa

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<Melissa.Bisson@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Tessier, Jean <Jean.Tessier@pco-bcp.gc.ca>; Chretien, Kimberley <Kimberley.Chretien@pco-bcp.gc.ca>; Muir, Alexandra <Alexandra.Muir@pco-bcp.gc.ca>; Malone, Lorna <Lorna.Malone@pco-bcp.gc.ca>; Champoux, Elizabeth <Elizabeth.Champoux@pco-bcp.gc.ca>; Adler, Jeremy <Jeremy.Adler@pco-bcp.gc.ca>; Harty, Siobhan <Siobhan.Harty@pco-bcp.gc.ca>; Brunelle-Côté, Antoine <Antoine.Brunelle-Cote@pco-bcp.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>; Perreault, Claudie <Claudie.Perreault@pco-bcp.gc.ca>; Bowles, Louise <Louise.Bowles@pco-bcp.gc.ca>; Fung, Jennifer <Jennifer.Fung@pco-bcp.gc.ca>; Fee, Stuart <Stuart.Fee@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>; Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>; Charlebois, Philippe <Philippe.Charlebois@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>; Dewar, Julia <Julia.Dewar@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; Massabki, Myriam <Myriam.Massabki@pco-bcp.gc.ca>
Cc: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Subject: Oct 26 motion COVID-19

Please find below the link to documents tabled in the House today.
Veuillez trouver plus bas le lien vers les documents déposés en Chambre aujourd'hui.

https://www.ourcommons.ca/content/Committee/Motion2020-10-26/2021-02-26-SPDP-8550-432-1-05/documents-e.html

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COVID Motion SME/QC Agenda / Motion COVID EM/CQ Ordre du jour

Monday, March 1, 2021 / le lundi 1 mars 2021

Item	Subject	Lead
1	Introduction	
2	Key contacts / *contacts clés:* James Stringham (DOJ) – Ringtail/ NUIX Annie Plouffe (PSPC) – CBI COVID Motion Leads (see Annex A) Steven Kasouf (PCO) – Coordination of regular SME/QC calls	
3	Recap of previous meeting	PCO – Steven Kasouf
4	Reminder: CSIS names to be highlighted for redaction – National Security	PCO – Steven Kasouf
5	Q & A	All
6	Closing remarks, timing of next meeting	PCO – Steven Kasouf

ANNEX A

Department	**Contact**
PCO – Privy Council Office	Tamara Jeffrey Email: tamara.jeffrey@pco-bcp.gc.ca Phone : 613-314-0542
HC - Health Canada	Laurent Gémar Email: **laurent.gemar@canada.ca** Cell 613-219-7802
CBSA - Canadian Board Service Agency	Joseph (Yves) Lessard Email: **Joseph.lessard@cbsa-asfc.gc.ca** Note: CBSA only had one document which has been pushed through and approved so they are not reviewing in the database. **No need to send updates.**
DND - Department of National Defence	Christine Moore Email: **CHRISTINE.MOORE@forces.gc.ca**
FINANCE - Department of Finance Canada)	Chantel Lavoie Email: **chantal.lavoie@canada.ca**
GAC - Global Affairs Canada	Laura Riggs Email: **Laura.Riggs@international.gc.ca**

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COVID Motion SME/QC Agenda / Motion COVID EM/CQ Ordre du jour

Monday, March 1, 2021 / le lundi 1 mars 2021

IRCC - Immigration, Refugees and Citizenship Canada	Marc-Andre Bernard Email: **Marc-Andre.Bernard@cic.gc.ca**
ISC - Indigenous Services Canada	Salem, Nicole Email: **nicole.salem@canada.ca**
ISED - Innovation, Science and Economic Development Canada	Catherine Néron Email: **catherine.neron@canada.ca**
JUS - Department of Justice	Lise Léon Email: **lise.leon@justice.gc.ca**
NRC - National Research Council	Maria Krioutchkova Email: **maria.krioutchkova@nrc-cnrc.gc.ca**
PS - Public Safety Canada	Susan Nadon Email: **susan.nadon@canada.ca**
PSPC - Public Service and Procurement Canada	Benjamin Woodman Email: **Benjamin.Woodman@tpsgc-pwgsc.gc.ca**
TBS - Treasury Board of Canada Secretariat	Irene Tsompanellisa Email: **Irene.Tsompanellis@tbs-sct.gc.ca** Also please cc Natalie Acres **Natalie.Acres@tbs-sct.gc.ca**
TC - Transport Canada	Justin Bernard Email: **Justin.Bernard@tc.gc.ca**

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Simmering, William

From: Cintrat, Jean
Sent: Monday, March 1, 2021 10:26 AM
To: Neilson, David
Subject: PMO docs tabled
Attachments: PMO Documents tabled by LC.xlsx

Hi David, as discussed, please find attached the links to all PMO records tabled by the law clerk thus far.
Happy to discuss.
Jean

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16-Dec-20

English	*French*
HESA_PMO - BPM_000048_E	HESA_PMO - BPM_000048_F
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29-Jan-21

English	*French*
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05-Feb-21

English	*French*
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English	*French*
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HESA_PMO-BPM_0003308_E	HESA_PMO-BPM_0003308_F
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HESA_PMO-BPM_0003318_E	HESA_PMO-BPM_0003318_F
HESA_PMO-BPM_0003319_E	HESA_PMO-BPM_0003319_F
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HESA_PMO-BPM_0003487_E HESA_PMO-BPM_0003487_F

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HESA_PMO-BPM_0005351_E HESA_PMO-BPM_0005351_F

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HESA_PMO-BPM_0005606_E HESA_PMO-BPM_0005606_F

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HESA_PMO-BPM_0005629_E HESA_PMO-BPM_0005629_F

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Simmering, William

From: Cintrat, Jean
Sent: Monday, March 1, 2021 8:13 AM
To: Rivet, Raymond
Subject: RE: Lettre
Attachments: Letter to Law Clerk_EN (February 25, 2021) (002).pdf

Salut Raymond, la lettre (ci-jointe) a été livrée au légiste vendredi. Elle n'est pas encore accessible publiquement.

-----Original Message-----
From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Monday, March 1, 2021 8:10 AM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: Lettre

Bonjour Jean. Est-ce qu'il y a du nouveau au sujet de la lettre du greffier?

Sent from my iPhone

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Government of Canada
Privy Council Office

Deputy Clerk of the Privy Council, Associate Secretary to the Cabinet, and Deputy Minister of Intergovernmental Affairs

Gouvernement du Canada
Bureau du Conseil privé

Sous-greffière du Conseil privé, secrétaire associée du Cabinet, et sous-ministre des Affaires intergouvernementales

Mr. Philippe Dufresne
Law Clerk and Parliamentary Counsel
131 Queen Street, Floor 6
House of Commons
Ottawa, Ontario K1A 0A6

Dear Mr. Dufresne:

I am writing in response to your letters of December 22, 2020 and February 3, 2021 concerning the translation of documents produced in response to the House of Commons' order of October 26, 2020.

In responding to the order, the Government of Canada's primary objective is to ensure that it is as responsive as possible to the Motion while preserving the Government's ability to respond to the ongoing public health emergency caused by the global Covid-19 pandemic. To this end, documents that are responsive to the motion and did not contain sensitive information were transmitted to your office on December 7 and December 15, 2020, on January 8, 2021 and January 20, 2021, as well as on February 26, 2021. The documents are provided in the language in which they were available in our systems in order to produce them as quickly as possible, in furtherance of the Standing Committee on Health's desire to understand the Government's response to the COVID-19 pandemic.

The Government is responding to the order in providing documents in the language in which they were created directly to your office. The Government acknowledges that it is important that documents be circulated to the Committee in both official languages. Given the role of your office in determining the priority and sequence for vetting and distribution of documents, we continue to believe that you are best placed to determine the order in which documents should be translated and provided to the Committee, and to access additional funding through the House of Commons Board of Internal Economy, as required.

Canada

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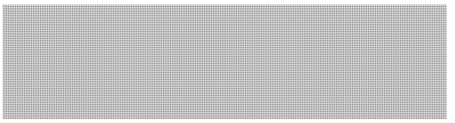
I am pleased to note that the Translation bureau has already translated the majority of documents provided to your office.

Going forward, we expect to be in a position to release documents responsive to the Order on a monthly basis. I reiterate that officials are available to meet with you to discuss these matters further, should you wish.

Sincerely yours,

s.19(1)



Christyne Tremblay
Deputy Clerk of the Privy Council and
Associate Secretary to the Cabinet

Pages 1622 to / à 1624

are duplicates

sont des duplicatas

Pages 1625 to / à 1641

are not relevant

sont non pertinentes

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Simmering, William

From: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Sent: Monday, March 1, 2021 10:42 AM
Cc: Salem, Nicole (AADNC/AANDC); Marcil, Chloe (PHAC/ASPC); 'ROKSANA.STALINSKI@forces.gc.ca'; 'Belanger, Henri'; 'de Vlieger, Derek'
Subject: RE: HESA COVID Motion Regular SME-QC reviewer call / Appel pour les EM/CQ du motion HESA COVID

Thank you Chantal. This is the guidance to which I was referring and should be followed not only for the processing of ATIP requests, but for the processing of records for the motion as well.

Thanks

Steven Kasouf

Deputy Director, Access to Information and Privacy
Privy Council Office / Government of Canada
Tel: 613-960-4085
Fax: 613-960-4201
steven.kasouf@pco-bcp.gc.ca

Directeur adjoint, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
Tél: 613-960-4085
Télécopieur: 613-960-4201
steven.kasouf@pco-bcp.gc.ca

From: Lavoie, Chantal (FIN) <chantal.lavoie@canada.ca>
Sent: Monday, March 1, 2021 10:31 AM
To: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>; 'Stringham, James' <James.Stringham@justice.gc.ca>; Balite, Irene (FIN) <irene.balite@canada.ca>; Biard-MacNeil, Sarah (FIN) <sarah.biard-macneil@canada.ca>; Collins, Sean (FIN) <sean.collins@canada.ca>; Crosby, Patrick (FIN) <patrick.crosby@canada.ca>; Feggans, Caroline (FIN) <caroline.feggans@canada.ca>; Forstner, Sacha (FIN) <sacha.forstner@canada.ca>; Keon, Josh (FIN) <josh.keon@canada.ca>; Lang, Stephanie (FIN) <stephanie.lang@canada.ca>; Nesrallah, Cayley (FIN) <cayley.nesrallah@canada.ca>; Rancourt, Marie-Elise (FIN) <marie-elise.rancourt@canada.ca>; Sajkunovic, Mathew (FIN) <mathew.sajkunovic@canada.ca>; Shuster-Leibner, Jesse (FIN) <jesse.shuster-leibner@canada.ca>; Filion, Marie-Claude <Marie-Claude.Filion@justice.gc.ca>; Laura.Riggs@international.gc.ca; Aube, Jean-Francois <Jean-Francois.Aube@justice.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Day, Leslie <Leslie.Day@justice.gc.ca>; Delman, Annalee (HC/SC) <annalee.delman@canada.ca>; Harrington, Jason <Jason.Harrington@justice.gc.ca>; Kelly, Leah (HC/SC) <leah.kelly@canada.ca>; Marcoux, Fran (HC/SC) <fran.marcoux@canada.ca>; Ndabihore, Ryssa <Ryssa.Ndabihore@justice.gc.ca>; Sharzer, Melissa <Melissa.Sharzer2@justice.gc.ca>; Stalinski, Roksana <Roksana.Stalinski@justice.gc.ca>; Sully, Charlotte <Charlotte.Sully@justice.gc.ca>; Szabados, Sherri <Sherri.Szabados@justice.gc.ca>; Talbot, Jacques (PS/SP) <jacques.talbot@canada.ca>; Trudel, Emilie <Emilie.Trudel@justice.gc.ca>; Maria.Krioutchkova@nrc-cnrc.gc.ca; Stephanie.Macleod@nrc-cnrc.gc.ca; Andison, Kristina (PS/SP) <kristina.andison@canada.ca>; Brown4, Nicole (PS/SP) <nicole.brown4@canada.ca>; Chartrand, Andre (PS/SP) <andre.chartrand@canada.ca>; martin.boileau@tpsgc-pwgsc.gc.ca; Dominique.Bouchard@tpsgc-pwgsc.gc.ca; Sophie.Doucet@tpsgc-pwgsc.gc.ca; Annie.Plouffe@tpsgc-pwgsc.gc.ca; Natalie.Acres@tbs-sct.gc.ca; Acton, Kelly (Ext.) <Kelly.acton@tbs-sct.gc.ca>; Kevin.Adamsons@tbs-sct.gc.ca; Bois, Cleovany (TBS) <Cleo.Bois@tbs-sct.gc.ca>; Chantal.Clow@tbs-sct.gc.ca; Tyler.Cummings@tbs-sct.gc.ca;

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Julie.Edwards@tbs-sct.gc.ca; Grace, Elizabeth (Ext.) <elizabeth.grace@tbs-sct.gc.ca>; David.Greenwood@tbs-sct.gc.ca; jordana.heaton@tbs-sct.gc.ca; Kristen.Khachan@tbs-sct.gc.ca; Little, Laura (TBS) <laura.little@tbs-sct.gc.ca>; Suzy.McDonald@tbs-sct.gc.ca; Anik.Meredith@tbs-sct.gc.ca; Ryssa.Ndabihore@tbs-sct.gc.ca; Catherine.Primeau@tbs-sct.gc.ca; Sarazin-Normand, Caroline (Ext.) <Caroline.Sarazin-Normand@tbs-sct.gc.ca>; Mary.Simone@tbs-sct.gc.ca; Myrna.Teske@tbs-sct.gc.ca; Julie.Thorpe@tbs-sct.gc.ca; Lynne.Tomson@tbs-sct.gc.ca; darlene.anderson@tc.gc.ca; elise.hamelin-johnston@tc.gc.ca; julianne.kelly@tc.gc.ca; franco.sbarra@tc.gc.ca; Natasha.Bissonnette@nrc-cnrc.gc.ca; Angela.Chatterton@nrc-cnrc.gc.ca; Glendenning, Mark (IC) <mark.glendenning@canada.ca>; Kassam, Nishma (Ext.) <nishma.kassam@nrc-cnrc.gc.ca>; Kuo Lee, Rhonda (Ext.) <rhonda.kuolee@nrc-cnrc.gc.ca>; Annapurni.Narayanan@nrc-cnrc.gc.ca; Novak, Rione (IC) <rione.novak@canada.ca>; Howard, Alexandrea (FIN) <alexandrea.howard@canada.ca>; Robinson, Jodi <Jodi.Robinson@pco-bcp.gc.ca>; Bouchard, Chantal <Chantal.Bouchard@pco-bcp.gc.ca>; Melanson, Leigh <Leigh.Melanson@pco-bcp.gc.ca>; Babad, Luke <Luke.Babad@pco-bcp.gc.ca>; Lefebvre, Alexandre <Alexandre.Lefebvre@pco-bcp.gc.ca>; Shi, Anke <Anke.Shi@pco-bcp.gc.ca>; Chiu, Marian <Marian.Chiu@pco-bcp.gc.ca>; Furlong, Brenna <Brenna.Furlong@pco-bcp.gc.ca>; Lynch, Christina <Christina.Lynch@pco-bcp.gc.ca>; Bassett, Kristen <Kristen.Bassett@pco-bcp.gc.ca>; Pike, Rachelle <Rachelle.Pike@pco-bcp.gc.ca>; Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>; Marchington, Erin <Erin.Marchington@pco-bcp.gc.ca>; Rajulu, Aruna <Aruna.Rajulu@pco-bcp.gc.ca>; Busby, Jason <Jason.Busby@pco-bcp.gc.ca>; Bolyea, Paula <Paula.Bolyea@pco-bcp.gc.ca>; Coughlin, Tatianna <Tatianna.Coughlin@pco-bcp.gc.ca>; Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>; StJames, Louise (PHAC/ASPC) <louise.stjames@canada.ca>; 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McLeod, Jordan (PHAC/ASPC) <jordan.mcleod@canada.ca>; Palanque, Nicolas (PHAC/ASPC) <nicolas.palanque@canada.ca>; Archibald, Graeme (PHAC/ASPC) <graeme.archibald@canada.ca>; Hall, Suzanne (PHAC/ASPC) <suzanne.hall@canada.ca>; Hayne-Farrell, Amanda (PHAC/ASPC) <amanda.hayne-farrell@canada.ca>; Horne, Darren (PHAC/ASPC) <darren.horne@canada.ca>; Perrault, Melissa (HC/SC) <melissa.perrault@canada.ca>; Andrus, Jason (HC/SC) <jason.andrus@canada.ca>; Cosgrove, Amanda (HC/SC) <amanda.cosgrove@canada.ca>; Seegobin, Indra (HC/SC) <indra.seegobin@canada.ca>; Oakley, Meagan (HC/SC) <meagan.oakley@canada.ca>; Larson, Eric (HC/SC) <eric.larson@canada.ca>; McLean, Hollie (HC/SC) <hollie.mclean@canada.ca>; Birchard, Heather (HC/SC) <heather.birchard@canada.ca>; Champagne, Genevieve (HC/SC) <genevieve.champagne@canada.ca>; Adams, Erika (HC/SC) <erika.adams@canada.ca>; Gillespie, Caitlin (HC/SC) <caitlin.gillespie@canada.ca>; Fix, Jan (HC/SC) <jan.fix@canada.ca>; Low, Kimberley (HC/SC) <kimberley.low@canada.ca>; Mackinnon2, Michael (HC/SC) <michael.mackinnon2@canada.ca>; Elliott3, Matthew (HC/SC) <matthew.elliott3@canada.ca>; Rostoker, Gary (HC/SC) <gary.rostoker@canada.ca>; Mahdi, Jonathan (HC/SC) <jonathan.mahdi@canada.ca>; Denault, Ronald (HC/SC) <ronald.denault@canada.ca>; McLaughlin, Jenny (HC/SC) <jenny.mclaughlin@canada.ca>; Martin, Karen J (HC/SC) <karenj.martin@canada.ca>; Prokipcak, Joseph (HC/SC) <joseph.prokipcak@canada.ca>; Tong, Jeffrey (HC/SC) <jeffrey.tong@canada.ca>; Johnston2, Victoria (HC/SC) <victoria.johnston2@canada.ca>; Bialek, Tanya (HC/SC) <tanya.bialek@canada.ca>; Marinelli, Lisa (HC/SC) <lisa.marinelli@canada.ca>; sharla.beddome@phac-aspc.gc.ca; Carter, Luisa (PHAC/ASPC) <luisa.carter@canada.ca>; Carter, Luke (HC/SC) <luke.carter@canada.ca>; Choe, Youngeun (HC/SC) <youngeun.choe@canada.ca>; Coady, Maria (HC/SC) <maria.coady@canada.ca>; Corona, Grace (HC/SC) <grace.corona@canada.ca>; erika.demaine@hc-sc.gc.ca; Denne, Darrin (HC/SC) <darrin.denne@canada.ca>; helen.el-koura@hc-sc.gc.ca; benjamin.gallant@hc-sc.gc.ca; Ha, Andrew (HC/SC) <andrew.ha@canada.ca>; Hagenimana, Vital (HC/SC) <vital.hagenimana@canada.ca>; Hanson, Katherine (HC/SC) <katherine.hanson@canada.ca>; Hinds, Chris (HC/SC) <chris.hinds@canada.ca>; James2, Lisa (HC/SC) <lisa.james2@canada.ca>; Johnston2, Brent (PHAC/ASPC) <brent.johnston2@canada.ca>; Kuschak, Theodore (PHAC/ASPC) <theodore.kuschak@canada.ca>; Lamarre, Catherine

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(PHAC/ASPC) <catherine.lamarre@canada.ca>; Lieben Louis, Xavier (PHAC/ASPC) <xavier.liebenlouis@canada.ca>; Mosley, Natalie (PHAC/ASPC) <natalie.mosley@canada.ca>; Payette, Louise (HC/SC) <louise.payette@canada.ca>; Stilwell, Kim (PHAC/ASPC) <kim.stilwell@canada.ca>; Tran, Uyen (PHAC/ASPC) <uyen.tran@canada.ca>; Wang, Tina M (HC/SC) <tinam.wang@canada.ca>; Yu2, Amy (HC/SC) <amy.yu2@canada.ca>; Joanisse, Steve (IC) <steve.joanisse@canada.ca>; Beauvais, Sylvie (IC) <sylvie.beauvais@canada.ca>; Bourbonnais, Eric (IC) <eric.bourbonnais@canada.ca>; Burnett Landry, Stephanie (IC) <stephanie.burnettlandry@canada.ca>; Homan, Dominy (IC) <dominy.homan@canada.ca>; Leclerc, Johanne (IC) <johanne.leclerc@canada.ca>; Maia, Ana (IC) <ana.maia@canada.ca>; Ménard, Caroline (IC) <caroline.menard@canada.ca>; Parsons, Chris (IC) <chris.parsons@canada.ca>; Cunningham, Trevor (IC) <trevor.cunningham@canada.ca>; Rusenstrom, Sashsha (IC) <sashsha.rusenstrom@canada.ca>; Vervloet, Tania (IC) <tania.vervloet@canada.ca>; Guillaume.Benoit-Gagne@ecn.forces.gc.ca; Deirdra.finn@ecn.forces.gc.ca; MICHAEL.VERSTAPPEN@ecn.forces.gc.ca; JEANNINE.LEPINE@ecn.forces.gc.ca; christine.moore@ecn.forces.gc.ca; Sandra.Douville@ecn.forces.gc.ca; DAVID.DAGENAIS@ecn.forces.gc.ca; LAURA.MAYO@ecn.forces.gc.ca; STEEVE.CHAMBERLAND@ecn.forces.gc.ca; gregory.Keach@ecn.forces.gc.ca; ROKSANA.STALINSKI@ecn.forces.gc.ca; Gémar, Laurent (HC/SC) <laurent.gemar@canada.ca>; Magro, Sabrina <Sabrina.Magro@justice.gc.ca>; Anderson, Kelly (PHAC/ASPC) <kelly.anderson@canada.ca>; Coulter, Todd (PHAC/ASPC) <todd.coulter@canada.ca>; Kuiper, Wilma (HC/SC) <wilma.kuiper@canada.ca>; Dufresne, Robert (HC/SC) <robert.dufresne@canada.ca>; Matar-Chaar, Rouéida (HC/SC) <roueida.matar-chaar@canada.ca>; Delage, Louis-Philippe (PWGSC) <louis-philippe.delage@tpsgc-pwgsc.gc.ca>; Schernthaner, Julia (DFAIT-JLT) <julia.schernthaner@international.gc.ca>; Henrichon, Marie-Eve (HC/SC) <marie-eve.henrichon@canada.ca>; Vadnais, Fabien (HC/SC) <fabien.vadnais@canada.ca>; Wilson, Duane (HC/SC) <duane.wilson@canada.ca>; Naidoo, Divashan (HC/SC) <divashan.naidoo@canada.ca>; Tremblay2, Genevieve (IC) <genevieve.tremblay2@canada.ca>; Leon, Lise <Lise.Leon@justice.gc.ca>; Irvine2, Julie (IC) <julie.irvine2@canada.ca>; Contant, Joanne (AAFC/AAC) <joanne.contant@canada.ca>; Holzschuh, Kate (FIN) <kate.holzschuh@canada.ca>; Paquette2, Mélissa (AADNC/AANDC) <melissa.paquette2@canada.ca>; Gibb, Timothea (AADNC/AANDC) <timothea.gibb@canada.ca>; Patrick.Lefebvre@cihr-irsc.gc.ca; Claire.Pilon-Robertson@cihr-irsc.gc.ca; Gauthier, Jean-pierre (HC/SC) <jean-pierre.gauthier@canada.ca>; Xavier, Joel (IC) <joel.xavier@canada.ca>; McKay, Cameron <Cameron.McKay@pco-bcp.gc.ca>; 'justin.bernard@tc.gc.ca' <justin.bernard@tc.gc.ca>; Neron, Catherine (IC) <catherine.neron@canada.ca>; Young, Nicholas <Nicholas.Young@justice.gc.ca>; Désabrais Boyer, Francis (PHAC/ASPC) <francis.desabraisboyer@canada.ca>; Moreau-Tremblay, Christine (CCLU.GJCC) <Christine.Moreau-Tremblay@pco-bcp.gc.ca>; Désilets, Virginie <Virginie.Desilets@justice.gc.ca>; Pozzolo, Irene <Irene.Pozzolo@justice.gc.ca>; s.15(1)
Schmiedendorf, Carling <Carling.Schmiedendorf@justice.gc.ca>; Shelby.Thaler@justice.gc.ca; Caldwell, Chelsea <Chelsea.Caldwell@pco-bcp.gc.ca>; Henry, Minoo (PHAC/ASPC) <minoo.henry@canada.ca>; [redacted]
Ignatieff, Nicholas (IC) <nicholas.ignatieff@canada.ca>
Cc: Salem, Nicole (AADNC/AANDC) <nicole.salem@canada.ca>; Marcil, Chloe (PHAC/ASPC) <chloe.marcil@canada.ca>; 'ROKSANA.STALINSKI@forces.gc.ca' <ROKSANA.STALINSKI@forces.gc.ca>; 'Belanger, Henri' <Henri.Belanger@tc.gc.ca>; 'de Vlieger, Derek' <Derek.deVlieger@justice.gc.ca>
Subject: RE: HESA COVID Motion Regular SME-QC reviewer call / Appel pour les EM/CQ du motion HESA COVID

Good morning everyone,

Please find attached further guidance information to address the question asked from one of the participants on this morning's call regarding exempt staff.

Chantal Lavoie
Manager, Access to Information and Privacy Division
Consultations and Communications Branch
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Chantal Lavoie
Gestionnaire, Division d'accès à l'information et protection des renseignements personnels
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-----Original Appointment-----
From: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Sent: Thursday, January 14, 2021 11:12 AM
To: Kasouf, Steven; 'Stringham, James'; Balite, Irene (FIN); Biard-MacNeil, Sarah (FIN); Collins, Sean (FIN); Crosby, Patrick (FIN); Feggans, Caroline (FIN); Forstner, Sacha (FIN); Keon, Josh (FIN); Lang, Stephanie (FIN); Lavoie, Chantal (FIN); Nesrallah, Cayley (FIN); Rancourt, Marie-Elise (FIN); Sajkunovic, Mathew (FIN); Shuster-Leibner, Jesse (FIN); Filion, Marie-Claude; Laura.Riggs@international.gc.ca; Aube, Jean-Francois; Brochet, Vanessa; Day, Leslie; Delman, Annalee (HC/SC); Harrington, Jason; Kelly, Leah (HC/SC); Marcoux, Fran (HC/SC); Ndabihore, Ryssa; Sharzer, Melissa; Stalinski, Roksana; Sully, Charlotte; Szabados, Sherri; Talbot, Jacques (PS/SP); Trudel, Emilie; Maria.Krioutchkova@nrc-cnrc.gc.ca; Stephanie.Macleod@nrc-cnrc.gc.ca; Andison, Kristina (PS/SP); Brown4, Nicole (PS/SP); Chartrand, Andre (PS/SP); martin.boileau@tpsgc-pwgsc.gc.ca; Dominique.Bouchard@tpsgc-pwgsc.gc.ca; Sophie.Doucet@tpsgc-pwgsc.gc.ca; Annie.Plouffe@tpsgc-pwgsc.gc.ca; Natalie.Acres@tbs-sct.gc.ca; Acton, Kelly (Ext.); Kevin.Adamsons@tbs-sct.gc.ca; Bois, Cleovany (TBS); Chantal.Clow@tbs-sct.gc.ca; Tyler.Cummings@tbs-sct.gc.ca; Julie.Edwards@tbs-sct.gc.ca; Grace, Elizabeth (Ext.); David.Greenwood@tbs-sct.gc.ca; jordana.heaton@tbs-sct.gc.ca; Kristen.Khachan@tbs-sct.gc.ca; Little, Laura (TBS); Suzy.McDonald@tbs-sct.gc.ca; Anik.Meredith@tbs-sct.gc.ca; Ryssa.Ndabihore@tbs-sct.gc.ca; Catherine.Primeau@tbs-sct.gc.ca; Sarazin-Normand, Caroline (Ext.); Mary.Simone@tbs-sct.gc.ca; Myrna.Teske@tbs-sct.gc.ca; Julie.Thorpe@tbs-sct.gc.ca; Lynne.Tomson@tbs-sct.gc.ca; darlene.anderson@tc.gc.ca; elise.hamelin-johnston@tc.gc.ca; julianne.kelly@tc.gc.ca; franco.sbarra@tc.gc.ca; Natasha.Bissonnette@nrc-cnrc.gc.ca; Angela.Chatterton@nrc-cnrc.gc.ca; Glendenning, Mark (IC); Kassam, Nishma (Ext.); Kuo Lee, Rhonda (Ext.); Annapurni.Narayanan@nrc-cnrc.gc.ca; Novak, Rione (IC); Howard, Alexandrea (FIN); Robinson, Jodi; Bouchard, Chantal; Melanson, Leigh; Babad, Luke; Lefebvre, Alexandre; Shi, Anke; Chiu, Marian; Furlong, Brenna; Lynch, Christina; Bassett, Kristen; Pike, Rachelle; Laghi, Brian; Butara, Frank; Marchington, Erin; Rajulu, Aruna; Busby, Jason; Bolyea, Paula; Coughlin, Tatianna; Jeffrey, Tamara; Mulkins, Marta; Rivet, Raymond; StJames, Louise (PHAC/ASPC); Johnson2, Alana (PHAC/ASPC); Guenette, Tara-Lynn (PHAC/ASPC); Ta, Vanessa (PHAC/ASPC); Ledrew, Beverly (PHAC/ASPC); Crawford, Claire (PHAC/ASPC); Larin, Amy (PHAC/ASPC); Gagne, Kimberly (PHAC/ASPC); Lord, Linda (PHAC/ASPC); GravelTropper, Denise (PHAC/ASPC); Robertson, Catherine (PHAC/ASPC); Roussy, Eve (PHAC/ASPC); Ouellette, Claude (PHAC/ASPC); Wood, Michelyn (PHAC/ASPC); Crozier, Jeff (PHAC/ASPC); Cajka, Krista (HC/SC); Henry, Kelsey (PHAC/ASPC); Ghadban, Billal (PHAC/ASPC); Tanguay, Florence (PHAC/ASPC); Clymans, Alixanderia (PHAC/ASPC); McLeod, Jordan (PHAC/ASPC); Palanque, Nicolas (PHAC/ASPC); Archibald, Graeme (PHAC/ASPC); Hall, Suzanne (PHAC/ASPC); Hayne-Farrell, Amanda (PHAC/ASPC); Horne, Darren (PHAC/ASPC); Perrault, Melissa (HC/SC); Andrus, Jason (HC/SC); Cosgrove, Amanda (HC/SC); Seegobin, Indra (HC/SC); Oakley, Meagan (HC/SC); Larson, Eric (HC/SC); McLean, Hollie (HC/SC); Birchard, Heather (HC/SC); Champagne, Genevieve (HC/SC); Adams, Erika (HC/SC); Gillespie, Caitlin (HC/SC); Fix, Jan (HC/SC); Low, Kimberley (HC/SC); Mackinnon2, Michael (HC/SC); Elliott3, Matthew (HC/SC); Rostoker, Gary (HC/SC); Mahdi, Jonathan (HC/SC); Denault, Ronald (HC/SC); McLaughlin, Jenny (HC/SC); Martin, Karen J (HC/SC); Prokipcak, Joseph (HC/SC); Tong, Jeffrey (HC/SC); Johnston2, Victoria (HC/SC); Bialek, Tanya (HC/SC); Marinelli, Lisa (HC/SC); sharla.beddome@phac-aspc.gc.ca; Carter, Luisa (PHAC/ASPC); Carter, Luke (HC/SC); Choe, Youngeun (HC/SC); Coady, Maria (HC/SC); Corona, Grace (HC/SC); erika.demaine@hc-sc.gc.ca; Denne, Darrin (HC/SC); helen.el-koura@hc-sc.gc.ca; benjamin.gallant@hc-sc.gc.ca; Ha, Andrew (HC/SC); Hagenimana, Vital (HC/SC); Hanson, Katherine (HC/SC); Hinds, Chris (HC/SC); James2, Lisa (HC/SC); Johnston2, Brent (PHAC/ASPC); Kuschak, Theodore (PHAC/ASPC); Lamarre, Catherine (PHAC/ASPC); Lieben Louis, Xavier (PHAC/ASPC); Mosley, Natalie (PHAC/ASPC); Payette, Louise (HC/SC); Stilwell, Kim (PHAC/ASPC); Tran, Uyen (PHAC/ASPC); Wang, Tina M (HC/SC); Yu2, Amy (HC/SC); Joanisse, Steve (IC); Beauvais, Sylvie (IC); Bourbonnais, Eric (IC); Burnett Landry, Stephanie (IC); Homan, Dominy (IC); Leclerc, Johanne (IC); Maia, Ana (IC); Ménard, Caroline (IC); Parsons, Chris (IC); Cunningham, Trevor (IC); Rusenstrom, Sashsha (IC); Vervloet, Tania (IC); Guillaume.Benoit-Gagne@ecn.forces.gc.ca; Deirdra.finn@ecn.forces.gc.ca; MICHAEL.VERSTAPPEN@ecn.forces.gc.ca; JEANNINE.LEPINE@ecn.forces.gc.ca; christine.moore@ecn.forces.gc.ca; Sandra.Douville@ecn.forces.gc.ca; DAVID.DAGENAIS@ecn.forces.gc.ca; LAURA.MAYO@ecn.forces.gc.ca; STEEVE.CHAMBERLAND@ecn.forces.gc.ca; gregory.Keach@ecn.forces.gc.ca; ROKSANA.STALINSKI@ecn.forces.gc.ca; Gémar, Laurent (HC/SC); Magro, Sabrina; Anderson, Kelly (PHAC/ASPC); Coulter, Todd (PHAC/ASPC); Kuiper, Wilma (HC/SC); Dufresne, Robert (HC/SC); Matar-Chaar, Rouéida (HC/SC); Delage, Louis-Philippe (PWGSC); Schernthaner, Julia (DFAIT-JLT); Henrichon, Marie-Eve (HC/SC);

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Vadnais, Fabien (HC/SC); Wilson, Duane (HC/SC); Naidoo, Divashan (HC/SC); Tremblay2, Genevieve (IC); Leon, Lise; Irvine2, Julie (IC); Contant, Joanne (AAFC/AAC); Holzschuh, Kate (FIN); Paquette2, Mélissa (AADNC/AANDC); Gibb, Timothea (AADNC/AANDC); Patrick.Lefebvre@cihr-irsc.gc.ca; Claire.Pilon-Robertson@cihr-irsc.gc.ca; Gauthier, Jean-pierre (HC/SC); Xavier, Joel (IC); McKay, Cameron; 'justin.bernard@tc.gc.ca'; Neron, Catherine (IC); Young, Nicholas; Désabrais Boyer, Francis (PHAC/ASPC); Moreau-Tremblay, Christine (CCLU.GJCC); Désilets, Virginie; Pozzolo, Irene; Schmiedendorf, Carling; Shelby.Thaler@justice.gc.ca; Caldwell, Chelsea; Henry, Minoo (PHAC/ASPC); [redacted]; Ignatieff, Nicholas (IC) **s.15(1)**
Cc: Salem, Nicole (AADNC/AANDC); Marcil, Chloe (PHAC/ASPC); 'ROKSANA.STALINSKI@forces.gc.ca'; 'Belanger, Henri'; 'de Vlieger, Derek'
Subject: HESA COVID Motion Regular SME-QC reviewer call / Appel pour les EM/CQ du motion HESA COVID
When: Monday, March 1, 2021 10:00 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).
Where: Microsoft Teams Meeting

Updating invite list in hopes that the meeting chat will be available to all

Agenda will be added as required. If there is anyone missing from this distribution list, please let me know and I will add them and update the list. Thanks. / *L'horaire sera ajouté si necessaire. S'il y a quelqu'un qui manque de cette liste de distribution veuillez me le faire savoir et je vais l'ajouter et mettre à jour la liste. Merci.*

Microsoft Teams meeting

Join on your computer or mobile app **s.16(2)**
Click here to join the meeting

Or call in (audio only)
[redacted] Canada, Ottawa-Hull
Phone Conference ID: [redacted]
Find a local number | Reset PIN

Learn More | Meeting options

Steven Kasouf

Deputy Director, Access to Information and Privacy
Privy Council Office / Government of Canada
steven.kasouf@pco-bcp.gc.ca
C – [redacted]

Directeur adjoint, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
steven.kasouf@pco-bcp.gc.ca
C – [redacted]

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Simmering, William

From: Cintrat, Jean
Sent: Tuesday, March 2, 2021 4:11 PM
To: Halucha, Paul; Setlakwe, Lisa; Blanchard, Dominique; Baird, Louise; Wittmann, Patrick; MacKillop, Ken; Harty, Siobhan; Brunelle-Côté, Antoine; McClymont, Donnalyn; Henry, Barbara; Ogg, Andrew; Schwendt, Steven; Shannon, Tara; Endicott, Jessica; Lynch, Matthew; Bisson, Melissa; Roussy, Daniel; van Dieen, Jodie; Rivet, Raymond; Hamel, Guylaine; Chretien, Kimberley; Tessier, Jean; Massabki, Myriam; Laberge, Raphaelle; Begbie, Chrystal; Perreault, Claudie; Bowles, Louise; Fung, Jennifer; Fee, Stuart; Neilson, David; Kasouf, Steven; Nix, Shannon; Robinson, Jodi; Bouchard, Chantal; Melanson, Leigh; Babad, Luke; Lefebvre, Alexandre; Shi, Anke; Chiu, Marian; Furlong, Brenna; Lynch, Christina; Bassett, Kristen; Pike, Rachelle; Laghi, Brian; Butara, Frank; Hartnell, Chad; Marchington, Erin; Rajulu, Aruna; Busby, Jason; Bolyea, Paula; Brochet, Vanessa; Moreau-Tremblay, Christine (CCLU.GJCC); Kasouf, Steven; Coughlin, Tatianna
Cc: Welbourne, Maia; Jeffrey, Tamara
Subject: Transfer of PCO Protected B and Below collection / Transfert de la collection protégé B et inférieurs
Attachments: SAMPLE Request for access to Justice network for Ringtail.doc.docx; Client Department Cryptocard Requests - Sample.xlsx

Good afternoon,

As you are aware, notwithstanding the announcement by some provinces to ease public health restrictions related to the pandemic, PCO employees continue to be encouraged to work remotely when possible.

In support of these measures, PCO will transfer the Protected B and below collection of records relating to the House of Commons' order of October 26, 2020 from the PCO's Ringtail system to the DoJ Nuix system. This will allow for the highlighting of Protected B and below records to take place remotely.

In order to ensure an efficient transition to the Nuix system, all subject-matter experts, quality control experts and approvers will need to be issued a cryptocard. To do this, two forms will need to be completed.

The first form provides for access to the DOJ network and should be filled out by every individual who requires access to the system. Three sections of the form are pre-populated with information about the sponsor of the request (in grey) and should not be modified. Also note that the portion of the form that indicates it should be sent to IT Security at Justice should be disregarded.
The second form collects the necessary information for the Cryptocards to be sent directly to individuals requiring access.

Once completed, both forms should be sent directly to **Kathy Dergo (**Kathy.Dergo@justice.gc.ca**)**. The process of issuing cryptocards can take upwards of 10 working days, as such, we encourage you to fill out the forms as soon possible, preferably by March 5, 2021.

The transfer the PCO Protected B and Below collection will not impact the Secret collection. The Secret collection will remain in the PCO Ringtail system and will be accessible from PCO Offices. Further information on the timing for highlighting of those records will be communicated as soon as possible.

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Bonjour,

Comme vous le savez, malgré l'annonce faite par certaines provinces d'assouplir les restrictions de santé publique liées à la pandémie, les employés du BCP continuent d'être encouragés à travailler à distance lorsque cela est possible.

À l'appui de ces mesures, le BCP va transférer la collection protégé B et inférieurs de documents relatifs à l'ordre de la Chambre des communes du 26 octobre 2020 du système Ringtail du BCP au système Nuix du ministère de la Justice. Cela permettra la mise en évidence des documents protégé B et inférieur à distance.

Afin d'assurer une transition efficace vers le système Nuix, tous les experts en la matière, les experts en contrôle de la qualité et les approbateurs devront être émis une cryptocarte. Pour ce faire, deux formulaires devront être remplis.

Le premier formulaire prévoit l'accès au réseau du ministère de la Justice et doit être rempli par chaque personne qui a besoin d'accéder au système. Trois sections du formulaire ont été remplies avec des informations sur le parrain de la demande (en gris) et ne doivent pas être modifiées. Notez également que la partie du formulaire qui indique qu'il doit être envoyé au groupe de sécurité IT du ministère de la Justice ne doit pas être prise en compte.

Le deuxième formulaire recueille les informations nécessaires pour que les cryptocartes soient envoyées directement aux personnes nécessitant un accès.
Une fois remplis, les deux formulaires doivent être envoyés directement à Kathy Dergo (Kathy.Dergo@justice.gc.ca). Le processus d'émission des cryptocartes peut prendre plus de 10 jours ouvrables, nous vous encourageons à remplir les formulaires dès que possible, préférablement d'ici le 5 mars 2021.

Le transfert de la collection protégé B et inférieurs du BCP n'aura aucune incidence sur la collection secrète. La collection secrète restera dans le système Ringtail du BCP et sera accessible depuis les bureaux du BCP. De plus amples informations sur le moment de la mise en évidence de ces documents seront communiquées dès que possible.

Jean Cintrat
Directeur des Opérations, Affaires parlementaires
Bureau du Conseil privé / Gouvernement du Canada
Director of Operations, Parliamentary Affairs
Privy Council Office / Government of Canada
jean.cintrat@pco-bcp.gc.ca

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Full Name (including middle and maiden name)	Date of Birth	Department that issued Security Clearance
Jill Jean Smith	14-Feb-69	Health Canada

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Address and phone number where Cryptocard to be sent

address where cryptocard is to be sent. If it is to be picked up, address where the person will be using Ringtail. Their phone number 613-999-9999

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REGULAR ACCOUNT REQUEST for NON-JUSTICE USER

Non-DoJ employee's name	Jill Jean Smith
Telephone number	613-999-9999
Department / Organization	Health Canada
Security clearance level (will be confirmed by Justice Personnel Security)	THIS CAN BE FILLED OUT IF KNOWN. IF NOT KNOWN IT WILL BE FILLED OUT BY JUSTICE.
Location(s) where individual will be accessing the Justice Network	Home address OR work address.
Access timeframe (how long will this individual require this access)	November 10, 2020 – November 10, 2021
DoJ sponsor name (manager-level req'd)	James Stringham, Director and General Counsel
Sponsor's telephone number	613-277-0559
Sponsor's Branch / Division	National eDiscovery and Litigation Support Services, National Litigation Sector
Justification (why the individual requires a regular account) **Access is required to allow user to work in the HESA motion database.**	
Justice services required (specific resources needed, i.e. iRIMS, LOPORS, etc.) **Ringtail**	

Directives on the Use of Regular Accounts on Justice Electronic Networks and Desktops

When accessing the Justice network you must comply with all of the directives that apply to all users of the Justice electronic networks.

- Maintain in strictest confidence the data to which you have access. Any confidential information must not be shared in any manner with others who are unauthorized to view the information.
- Use your access for the sole purpose of conducting official business.
- Understand that any abuse of access to Justice resources and information, any illegal use or copying of software, any misuse of Justice equipment may result in the loss of the regular account and possible sanctions consistent with the Department's Policy on the Use of its Electronic Networks.

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While you are logged in this account, do not make use of non-business utilities, such as media player, games, web-based email and any non business-related programs that are not required to complete the current task.

Should you have any questions or comments, please contact the IT Security Coordinator.

I have read and will comply with the Directives on the Use of Regular Accounts on Justice Electronic Networks and Desktops: ☐ Yes ☐ No

_____
Printed name

_____ _____
Non-Justice User's Signature Date

_____
Printed name

_____ _____
Sponsor's Signature Date

Once signed, please send to IT Security Coordinator at St-Andrew's Tower, Room T11063, Ottawa, Ontario K1A 0H8 or by fax at (613) 941-5201.

Approval by the Information Management Branch or Regional IT is required.

Verified with IT Security Manager or Regional IT Manager _____ (Initials)

☐ Request supported ☐ Request denied (Reason): _____

_____ _____
Signature Date
IT Security Coordinator

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Simmering, William

From: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Sent: Tuesday, March 2, 2021 12:04 PM
To: Jeffrey, Tamara; Laghi, Brian
Cc: Hamel, Guylaine
Subject: RE: MOTION - Comms - password protected documemts

Adding Guylaine, who may be able to clarify.
RR

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: March 2, 2021 10:48 AM
To: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>
Cc: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: RE: MOTION - Comms - password protected documemts

Hi Brian,

These documents were in Ken's .pst folder. I can see if perhaps I can get a little more information based on the metadata (who the email came from, was sent to and whether any cc's were included) which could assist in tracking down the password for the attachments.

Tamara Jeffrey
Legislation and House Planning / Législation et planification parlementaire
Privy Council Office / Bureau du Conseil privé
85 rue Sparks St., Ottawa ON K1A 0A3
Tel: (613) 957-5343
Cell: [redacted] s.16(2)
Tamara.Jeffrey@pco-bcp.gc.ca

From: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>
Sent: Tuesday, March 2, 2021 10:46 AM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Cc: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: RE: MOTION - Comms - password protected documemts

Hi Tamara:
I spoke with Ken on these items and he has no recollection of them. Is it possible the documents came from another department with the password?

From: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>
Sent: Thursday, February 25, 2021 10:38 AM
To: Laghi, Brian <Brian.Laghi@pco-bcp.gc.ca>; Butara, Frank <Frank.Butara@pco-bcp.gc.ca>
Cc: Rivet, Raymond <Raymond.Rivet@pco-bcp.gc.ca>
Subject: MOTION - Comms - password protected documemts

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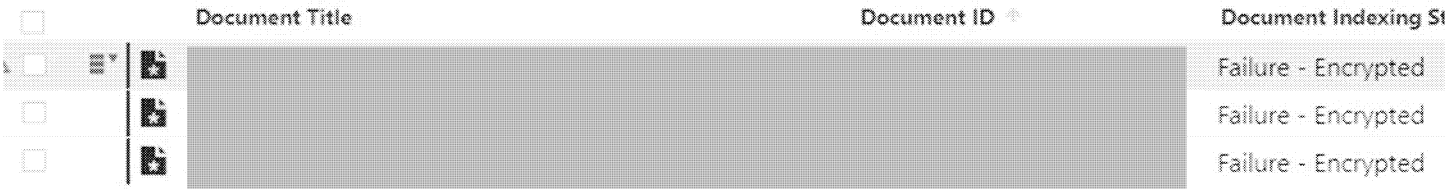
Good Morning,

In our clean-up of protected B and below records, we have discovered three documents in your collection that are password protected. Following the initial binary review, we note that they have been coded as HL Required and classified as Protected C. Would you be able to obtain the passwords from the Ken and Camille in order for us to be able to correct the documents in Ringtail.



Document Title	Document ID	Document Indexing St
[redacted]	[redacted]	Failure - Encrypted
[redacted]	[redacted]	Failure - Encrypted
[redacted]	[redacted]	Failure - Encrypted

s.16(2)

Thank you,

Tamara

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Simmering, William

From: Kasouf, Steven
Sent: Wednesday, March 3, 2021 1:28 PM
To: Kaing, Dany; Jeffrey, Tamara; Cintrat, Jean; Brochet, Vanessa; Stringham, James; Eid, Elisabeth
Subject: RE: COVID Motion Production Coordination Call March 3 RoD

Hi Dany,

As I understood the target date is March 8, 2021 for the "other" redaction category.

Thanks

Steven Kasouf

Deputy Director, Access to Information and Privacy
Privy Council Office / Government of Canada
steven.kasouf@pco-bcp.gc.ca
O: 613-960-4085
F: 613-960-4201

Directeur adjoint, Accès à l'information et la protection des renseignements personnels
Bureau du Conseil privé / Gouvernement du Canada
steven.kasouf@pco-bcp.gc.ca
B: 613-960-4085
T: 613-960-4201

From: Kaing, Dany <Dany.Kaing@pco-bcp.gc.ca>
Sent: March 3, 2021 12:15 PM
To: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Stringham, James <James.Stringham@justice.gc.ca>; Eid, Elisabeth <Elisabeth.Eid@justice.gc.ca>; Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Subject: COVID Motion Production Coordination Call March 3 RoD

Hi colleagues,

Here is the RoD of today's call. I missed the target start date for Other. Please send me corrections if I got something wrong.

Thanks!

1. Response from the Law Clerk on taking out documents

- The Law clerk is going to adhere to the letter of the Motion.
- Requests to remove documents are unlikely to be accepted.
- The Law clerk will appear before committee regarding the redaction process on WE Charity documents

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- PSPC identified 4 irrelevant documents that they wish to be removed.
- Redaction of CSIS names?
    - No record of decision on this yet.

2. PCO Database Transfer to Justice

- Transfer message sent

3. "Other" redaction category

- Template has been adjusted
- The Law Clerk does not see categories of "other". Reasons for redactions under other does not currently need to be communicated to the Law Clerk.
    - To readjust instructions to be able to identify reasons for other
- Cellphone numbers may be considered a security risk in some departments
    - To leave each institutions to decide on risk
    - Tamara to draft position on this
- Target start date (?)

4. ADM Meeting

- To be discussed:
    - CBI, disclosure, law clerk position
    - A sense of what is to be expected from department for Batch 7.

5. Production Plan

- Health Canada + PHAC to have no more than 200 pages for Batch 7
    - Bottleneck: Health Deputy requires families of documents.
- Proposed delivery date March 18
- Cut-off date March 12

6. Other

s.69(1)(g)re: (c)

- [redacted]
- PCO injury process
    - Not yet established
    - Focus on FPT
    - Health Canada has chosen director and DG level for this task.

Dany Kaing
Democratic Institutions | Institutions démocratiques
Privy Council Office | Bureau du Conseil privé
dany.kaing@pco-bcp.gc.ca
Telephone | Téléphone [redacted]

s.16(2)

Government of Canada / Gouvernement du Canada
Privy Council Office / Bureau du Conseil privé

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Simmering, William

From: Eid, Elisabeth <Elisabeth.Eid@justice.gc.ca>
Sent: Wednesday, March 3, 2021 11:48 AM
To: Welbourne, Maia; Mondou, Isabelle
Cc: Jeffrey, Tamara; van Dieen, Jodie; Brochet, Vanessa; Off, Shirley Anne
Subject: Covid-19 HESA Motion - Preparation for an Appearance - TPs
Attachments: Motion -Appearance TPS (March.3rd).docx

Hi,

The DM of Justice asked that we prepare some Qs and As or Talking Points for her on a few topics associated with the Motion. Here is a draft document for your information. We will need to update it before any actual appearance before HESA.

I also understand that PCO was working on similar documents. I would be grateful if you could share them with me once ready.

Thanks

Elisabeth Eid

Assistant Deputy Minister
Department of Justice Canada / Government of Canada
Elisabeth.Eid@justice.gc.ca/ Cell: 613-302-8490

Please feel free to respond in the official language of your choice.

Elisabeth Eid

Sous-Ministre adjointe
Ministère de la Justice du Canada / Gouvernement du Canada
Elisabeth.Eid@justice.gc.ca / Cel : 613-302-8490

Sentez-vous bien libre de me répondre dans la langue officielle de votre choix.

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Unclassified

Draft – March 3, 2021

HESA Motion – Preparation for an Appearance – Potential Qs and As

Q. WHY DID THE GOVERNMENT REDACT INFORMATION?

In responding to the Order of the House of Commons, the Government of Canada's primary objective is to ensure that it is as responsive as possible while preserving the Government's ability to respond to the ongoing public health emergency caused by the global COVID-19 pandemic.

The longstanding approach, taken by successive governments, has been to reconcile the exercise by the House of Commons of its privileges with other fundamental constitutional principles such as the rule of law, parliamentary sovereignty, responsible government, and the separation of powers.

While the *Access to Information Act* is not directly applicable to a House of Commons Order, it identifies the importance of providing Canadians with access to government information while recognizing certain exceptions for the protection of sensitive information, and has been a guide for decisions regarding the protection of certain sensitive information.

In accordance with this approach, the Government identified for the Law Clerk, excluded, redacted or highlighted information that falls within the following categories.

- Cabinet confidences;
- Solicitor-client privilege;
- Advice to Ministers the disclosure of which could be injurious to the relationship between public servants and Ministers and the principles of responsible government ;

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- Information the disclosure of which would be injurious to federal-provincial-territorial ("FPT") relations, international relations or national security;
- Confidential business information ("CBI")
- Personal information
- Other third party information the disclosure of which would be injurious ; and
- Information outside the scope of the Order (irrelevant information)

i) Cabinet Confidences are redacted to ensure that Government functions properly

Deliberations at Cabinet are essential to the proper functioning of government in Canada because it allows Ministers to express their views and opinions in private, to negotiate, to change their mind, and accept defeat of a proposal without fear of exploitation by opposition parties or the public.

Cabinet deliberations may include Cabinet Committee minutes, agendas, briefing notes and memoranda. To protect Cabinet confidence, such information is not to be disclosed outside the executive branch. As you know, the Order specifically excluded Cabinet minutes; however, this is only a limited portion of what constitutes Cabinet confidence. The process of democratic governance works best when Cabinet confidence is recognized as a matter of law, constitutional principle and practice. Parliament has recognized and protected Cabinet confidences by law pursuant to the *Access to Information Act,* the *Privacy Act,* and disclosure certificates issued pursuant to s. 39 of the *Canada Evidence Act*.

The Supreme Court of Canada has underscored Cabinet confidentiality as a crucial component to the constitutional structure of Canada's separation of powers. As held by the Supreme Court in the 2013 case *Criminal Lawyers' Association* "each branch will be

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unable to fulfill its role if it is unduly interfered with by the others".[1] The Supreme Court recently reaffirmed, in 2020, that "(t)he executive, too, benefits from a degree of protection against undue interference. Deliberations among Ministers of the Crown are protected by the constitutional convention of Cabinet confidentiality".[2]

ii) Information that is solicitor-client and litigation privileged is redacted to ensure that the legal system functions properly

Redacting information that is solicitor-client and litigation privileged in the context of paper productions in the House or at Committee is a long-standing practice of successive governments. Although its privilege can be waived, it requires careful consideration and it is rarely done.

Disclosure of solicitor-client privileged information may discourage legal counsel from providing frank advice or may dissuade Ministers from seeking advice from legal counsel.

The Supreme Court of Canada has emphasized the fundamental role of solicitor-client privilege in the proper functioning of the legal system. For solicitor-client privilege to be waived, the Supreme Court ruled that "clear and unambiguous legislative intent" is required to compel production of material and privilege cannot be waived by inference.[3] Solicitor-client privilege can only be maintained if the privileged information is not disclosed outside of the relationship between the solicitor and the client. In the case of the Government, this means the solicitor-client privileged information cannot be disclosed outside of the executive branch.

Therefore, the Government redacted solicitor client and litigation privileged information prior to producing the documents to the Law Clerk.

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[1] *Ontario v Criminal Lawyers' Association of Ontario,* 2013 SCC 43, at para 29.
[2] *British Columbia (Attorney General) v. Provincial Court Judges' Association of British Columbia*, 2020 SCC 20, at para 65
[3] *Alberta (Information and Privacy Commissioner) v. University of Calgary*, 2016 SCC 53 para. 28.

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iii) Advice to Ministers is redacted to protect the relationship between the public service and its Ministers and principles of responsible government

In this context, "advice to the Minister" captures the type of information referred to at s. 21 of the *Access to Information Act.* Thus, it could include advice or recommendations developed by or for a government institution or a Minister of the Crown and positions or plans developed for the purpose of negotiations carried on or to be carried on by or on behalf of the Government of Canada and considerations relating thereto.

Disclosing advice to Ministers would undermine the relationship between the public service and its Ministers and the principles of responsible government. Ministers receive confidential advice from the public service, make decisions and are held accountable for these decisions in the Houses of Parliament. Public servants are accountable to their Ministers not to parliamentarians for the advice that they provide. In turn, Ministers are accountable for their decisions, not for whether or not they followed public service advice. Revealing "advice to Ministers" has the potential to undermine the relationship between public servants and Ministers and to blur the lines of accountability for government decisions. If such information were to be disclosed, then Ministers may not seek full and frank advice for measures related to the COVID-19 pandemic.

In keeping with the Government's desire to be responsive to the House Order, advice to Ministers is redacted, when its public dissemination will harm the ability of the public service to continue providing full and frank advice to Ministers.

iv) Information the disclosure of which could be injurious to FPT relations, international relations and national security is redacted

Canada relies, in part, on information coming from other states and international agencies. A loss of trust by Canada's external partners would be injurious to its national and international interests and to its ability to address the pandemic.
Injury to national security and the national interest would likely arise after the disclosure of confidential information received from state actors or international agencies. The

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Supreme Court has held that the concepts of "national security" and "danger to the security of Canada" are to be given large and fair interpretation in accordance with international norms. Disclosure of confidential information could make states or international agencies reluctant to share information with Canada.

Should documents subject to this Order potentially include such information, teams of subject matter experts have been put in place to assess whether their disclosure would be injurious to those relationships or to national security. Only when it was determined to be the case was the information redacted.

v) Personal information is identified for the Law Clerk's vetting

Pursuant to the Order, personal information is identified and provided to the Law Clerk and Parliamentary Counsel for vetting and redaction as appropriate.

Paragraph 8(2)(c) permits the disclosure of personal information in response to an Order of the House of Commons for the production of information.

vi) Confidential business information

The Government decided to exclude certain information from collection (drafts, emails lower than the Director level and CBI).

With respect to CBI, it will not be shared with the Law Clerk for vetting. In the context of the Government of Canada's response to the COVID-19 pandemic, the Government of Canada has entered into contracts with vaccine suppliers and other suppliers that contain confidentiality obligations.

Although the terms of the confidentiality obligations vary depending upon what was requested by the vaccine suppliers and agreed to by the Government of Canada, generally, the confidentiality provisions prohibit disclosure of CBI to anyone other than persons who are identified (specifically or generally) as permitted recipients. Even where supplier contracts do not contain confidentiality obligations, CBI is still protected

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by law (Note: CBI is protected under the common law duty of confidence and under the Civil Code.)

CBI is generally understood to be information that is (i) not publicly available, (ii) treated in a confidential manner by the person to whose business the information relates, and (iii) has actual or potential economic value to the person or their competitors because it is not publicly available, and whose disclosure would result in financial loss to the person or a material gain to their competitors.

There is no exhaustive list as to what constitutes CBI, but in the current context, it could include pricing information, delivery schedules, any information related to a supplier's intellectual property. CBI can be found in any record that contains information related to a business, including any documents that contain the CBI, such as briefing notes, memoranda, and email.

At this time, certain suppliers have been contacted to advise them that the Government of Canada would honour its confidentiality obligations; more specifically, Government officials would review all documents relevant to the Order, and any documents containing CBI would be excluded from disclosure. In the event of inadvertent disclosure of CBI and posting on the HESA website, the Government has and will continue to take measures to protect the information, including asking that the document containing CBI be removed entirely or replaced with a redacted document.

Disclosure of CBI could jeopardize existing contractual relationships with vaccine or other suppliers if suppliers perceive that the Government of Canada has breached its obligations of confidentiality. Moreover, a breach of confidentiality could undermine Canada's bargaining position in continuing to secure essential and scarce vaccines and other products to respond to the pandemic. This reputational harm could also affect the Government of Canada's ability to secure contracts generally and in the context of any future emergencies.

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Q. ARE GOVERNMENT OF CANADA OFFICIALS NOT PROTECTED BY PARLIAMENTARY PRIVILEGE FROM ANY CLAIMS OF BREACH OF CONTRACT OR BREACH OF CONFIDENCE?

Unauthorized disclosure of CBI would normally give rise to liability for damages arising from a claim of breach of contract or breach of confidence. Disclosure further to a House of Commons Order may be protected by Parliamentary privilege. However, Parliamentary privilege will not protect Canada against reputational harms that would undermine Canada's bargaining position in continuing to secure essential and scarce vaccines and other products to respond to the pandemic.

Possible response if the following question is asked: How is it that the GoC takes the position that it cannot release vaccine/supplier contracts when the US and the EU have done so?

The EU released one supplier contract. The U.S. has released a few supplier contracts. However, the contracts they released are heavily redacted and likely required the prior written consent of the suppliers. We are unable to advise on the contractual obligations of either the US or the EU.

vii) Other third party information

Confidential business information has been excluded from the Government's response to the motion. Should there be other third party information, it is redacted, where its disclosure would result in prejudice.

viii) Information that is outside the scope of the Order will be redacted similarly to relevant information

If a portion of a document that is responsive to the Order contains information that is irrelevant (or non-responsive) to the Order, then the irrelevant portion of the document will be identified for the Law Clerk and will only be redacted if the disclosure of the irrelevant information would contain any sensitive information. This irrelevant but

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sensitive information will be redacted, in the same manner as how relevant information is being redacted.

Finally, if a document was entirely irrelevant or wholly redacted for any of the reasons described above, it was not produced to the Law Clerk in order to avoid sending pages void of any relevant content.

Q. WHY HAS THE GOVERNMENT NOT PROVIDED DOCUMENTS IN BOTH OFFICIAL LANGUAGES TO THE LAW CLERK?

Under the terms of the order, the Government is to provide responsive documents to the Law Clerk. The documents have been provided in the language in which they were available in our systems in order to produce them as quickly as possible, in furtherance to the Health Committee's desire to understand Canada's response to the COVID-19 pandemic.

The Government takes protecting Canada's official languages and upholding the *Official Languages Act* very seriously. The Government acknowledges that it is important that documents be circulated to the Committee in both official languages.

Given the role of the Law Clerk in determining the priority and sequence for vetting and distribution of documents, we believe he is best placed to determine the order in which documents should be translated and provided to the Committee.

Q. WHY DID THE GOVERNMENT DECIDE TO USE THE NUIX (RINGTAIL) SYSTEM?

The scope of the HESA motion and the number of departments that were implicated required the Government to coordinate the collection and review of a large volume of documents.

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Thousands of pages of electronic and paper documents were collected from 17 departments and agencies. Paper documents were scanned into electronic form so they could be reviewed with the electronic documents.

The Government's goals were to provide responsive documents to the Law Clerk in a timely way, while ensuring that the Government protected sensitive information.

However, the scale of the document collection required a novel approach to meet these goals. We needed document review software that would allow employees from those 17 organizations to:

- eliminate duplicate documents and documents that were not responsive,
- apply redactions where necessary to protect sensitive information, and
- group and compare documents to ensure our approach to protecting sensitive information was consistent.
-

Nuix Discover, formerly known as Ringtail, is a document review software platform that is used by the Department of Justice for litigation. It has several features that made this exercise more efficient.

It is noteworthy that the Law Clerk is also using Nuix Discover to organize and review the documents the Government has produced, before he tables responsive documents with the Speaker.

Let me provide some examples of Nuix Discover's features:

- Nuix Discover can identify all emails that are part of an email chain. This allows us to eliminate the intermediate emails in the chain where their content is duplicated later in the chain.
- Nuix Discover can group documents that bear conceptual similarity. This means a person reviewing a group of documents can ensure that a consistent approach is being taken to the sensitive information in similar documents.

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- Nuix Discover allows officials to add colour highlighting to a document to flag sensitive information. Each colour indicates a different category of sensitive information. When officials compare documents, it is easier to see any inconsistencies in approach.
- When the Government produces these documents to the Law Clerk, the colour highlighting for the most sensitive information, like Cabinet confidences and solicitor client privilege, is converted to redactions.
- However, some of the highlighting officials have applied is left as is for the Law Clerk so that he may vet the information. For example, officials have highlighted personal information in the documents. Those highlights are not converted to redactions but left to the Law Clerk to vet and potentially redact the information.
- It is a straightforward task for the Law Clerk to find these highlights in the documents we have produced, and then he can decide whether they should be converted to redactions, or removed before they are tabled with the Speaker.

Q. HAS THIS NOT CAUSED DELAY IN THE PROCESS?

The scale of Parliament's request required a novel approach. This is the first time we have used Nuix Discover for this kind of task.

For example, to allow us to use some Nuix Discover features, we had to ensure that we did not alter the metadata of electronic documents as we collected them. This required a specialized approach to document collection.

We had to train over 250 employees from 17 organizations to use this new software. We had to organize dozens of workflows to ensure the right employees were reviewing the right documents, and that they were able to compare their work to ensure consistency. All of this took time to implement.

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By officials doing their work in Nuix Discover, they are able to produce documents in a format that makes the work of the Law Clerk easier. He also benefits from the highlighting we applied to help him find sensitive information in the documents.

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Simmering, William

From: Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>
Sent: Wednesday, March 3, 2021 2:28 PM
Cc: Salem, Nicole (AADNC/AANDC); Low, Kimberley (HC/SC); Champagne, Genevieve (HC/SC); Henry, Kelsey (PHAC/ASPC); Hinds, Chris (HC/SC); Talbot, Jacques (PS/SP); Henrichon, Marie-Eve (HC/SC); Marcil, Chloe (PHAC/ASPC); Tong, Jeffrey (HC/SC); Ghadban, Billal (PHAC/ASPC); McLeod, Jordan (PHAC/ASPC); Lord, Linda (PHAC/ASPC); ROKSANA.STALINSKI@forces.gc.ca; Tran, Uyen (PHAC/ASPC); Mackinnon2, Michael (HC/SC); Ledrew, Beverly (PHAC/ASPC); Horne, Darren (PHAC/ASPC); Larin, Amy (PHAC/ASPC); Vadnais, Fabien (HC/SC); Contant, Joanne (AAFC/AAC); Mosley, Natalie (PHAC/ASPC); Perrault, Melissa (HC/SC); Hagenimana, Vital (HC/SC); Wood, Michelyn (PHAC/ASPC); Choe, Youngeun (HC/SC); Johnston2, Brent (PHAC/ASPC); Corona, Grace (HC/SC); Kuschak, Theodore (PHAC/ASPC); Birchard, Heather (HC/SC); Seegobin, Indra (HC/SC); Robertson, Catherine (PHAC/ASPC); Hall, Suzanne (PHAC/ASPC); Ha, Andrew (HC/SC); Tanguay, Florence (PHAC/ASPC); James2, Lisa (HC/SC); Roussy, Eve (PHAC/ASPC); Belanger, Henri; de Vlieger, Derek; Crawford, Claire (PHAC/ASPC)
Subject: RE: HESA COVID Motion Regular SME-QC reviewer call / Appel pour les EM/CQ du motion HESA COVID
Attachments: COVID Motion SME-QC Call - Thursdays Agenda.docx

Agenda attached / horaire ci-joint

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-----Original Appointment-----
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Sent: January 13, 2021 10:17 PM
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suzanne.hall@phac-aspc.gc.ca; amanda.hayne-farrell@phac-aspc.gc.ca; darren.horne@phac-aspc.gc.ca; melissa.perrault@hc-sc.gc.ca; jason.andrus@hc-sc.gc.ca; amanda.cosgrove@hc-sc.gc.ca; indra.seegobin@hc-sc.gc.ca; meagan.oakley@hc-sc.gc.ca; eric.larson@hc-sc.gc.ca; hollie.mclean@hc-sc.gc.ca; heather.birchard@hc-sc.gc.ca; genevieve.champagne@hc-sc.gc.ca; erika.adams@hc-sc.gc.ca; Caitlin.Gillespie@hc-sc.gc.ca; jan.fix@hc-sc.gc.ca; kimberley.low@hc-sc.gc.ca; michael.mackinnon@hc-sc.gc.ca; matthew.elliott@hc-sc.gc.ca; gary.rostoker@hc-sc.gc.ca; jonathan.mahdi@hc-sc.gc.ca; ronald.denault@hc-sc.gc.ca; jenny.mclaughlin@hc-sc.gc.ca; karenj.martin@canada.ca; joseph.prokipcak@hc-sc.gc.ca; jeffrey.tong@hc-sc.gc.ca; victoria.johnston@hc-sc.gc.ca; tanya.bialek@hc-sc.gc.ca; lisa.marinelli@hc-sc.gc.ca; sharla.beddome@phac-aspc.gc.ca; luisa.carter@phac-aspc.gc.ca; luke.carter@hc-sc.gc.ca; youngeun.choe@hc-sc.gc.ca; maria.coady@hc-sc.gc.ca; grace.corona@hc-sc.gc.ca; erika.demaine@hc-sc.gc.ca; darrin.denne@hc-sc.gc.ca; helen.el-koura@hc-sc.gc.ca; benjamin.gallant@hc-sc.gc.ca; andrew.ha@hc-sc.gc.ca; vital.hagenimana@hc-sc.gc.ca; katherine.hanson@hc-sc.gc.ca; chris.hinds@hc-sc.gc.ca; lisa.james@hc-sc.gc.ca; brent.johnston@phac-aspc.gc.ca; theodore.kuschak@phac-aspc.gc.ca; catherine.lamarre@phac-aspc.gc.ca; xavier.liebenlouis@phac-aspc.gc.ca; natalie.mosley@phac-aspc.gc.ca; louise.payette@hc-sc.gc.ca; kim.stilwell@phac-aspc.gc.ca; uyen.tran@phac-aspc.gc.ca; tinam.wang@canada.ca; amy.yu@hc-sc.gc.ca; steve.joanisse@canada.ca; sylvie.beauvais@canada.ca; eric.bourbonnais@canada.ca; stephanie.burnettlandry@canada.ca; dominy.homan@canada.ca; johanne.leclerc@canada.ca; ana.maia@canada.ca; caroline.menard@canada.ca; chris.parsons@canada.ca; trevor.cunningham@canada.ca; sashsha.rusenstrom@canada.ca; tania.vervloet@canada.ca; Guillaume.Benoit-Gagne@ecn.forces.gc.ca; Deirdra.finn@ecn.forces.gc.ca; MICHAEL.VERSTAPPEN@ecn.forces.gc.ca; JEANNINE.LEPINE@ecn.forces.gc.ca; christine.moore@ecn.forces.gc.ca; Sandra.Douville@ecn.forces.gc.ca; 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Schmiedendorf, Carling; Shelby.Thaler@justice.gc.ca; Caldwell, Chelsea; minoo.henry@canada.ca; leveillev@smtp.gc.ca; nicholas.ignatieff@canada.ca; Hartnell, Chad
Cc: Salem, Nicole (AADNC/AANDC); Low, Kimberley (HC/SC); Champagne, Genevieve (HC/SC); Henry, Kelsey (PHAC/ASPC); Hinds, Chris (HC/SC); Talbot, Jacques (PS/SP); Henrichon, Marie-Eve (HC/SC); Marcil, Chloe (PHAC/ASPC); Tong, Jeffrey (HC/SC); Ghadban, Billal (PHAC/ASPC); McLeod, Jordan (PHAC/ASPC); Lord, Linda (PHAC/ASPC);

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Subject: HESA COVID Motion Regular SME-QC reviewer call / Appel pour les EM/CQ du motion HESA COVID
When: March 4, 2021 10:00 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).
Where: Microsoft Teams Meeting

Updating invite list in hopes that the meeting chat will be available to all

Agenda will be added as required. If there is anyone missing from this distribution list, please let me know and I will add them and update the list. Thanks. / *L'horaire sera ajouté si necessaire. S'il y a quelqu'un qui manque de cette liste de distribution veuillez me le faire savoir et je vais l'ajouter et mettre à jour la liste. Merci.*

Microsoft Teams meeting

s.16(2)

Join on your computer or mobile app
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Or call in (audio only)

[redacted] Canada, Ottawa-Hull
Phone Conference ID: [redacted]
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Learn More | Meeting options

Steven Kasouf

Deputy Director, Access to Information and Privacy
Privy Council Office / Government of Canada
steven.kasouf@pco-bcp.gc.ca
C – [redacted]

Directeur adjoint, Accès à l'information et la protection des renseignements personnels
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COVID Motion SME/QC Agenda / Motion COVID EM/CQ Ordre du jour

Thursday, March 4, 2021 / le jeudi 4 mars 2021

Item	Subject	Lead
1	Introduction	PCO – Steven Kasouf
2	Key contacts / *contacts clés:* James Stringham (DOJ) – Ringtail/ NUIX Annie Plouffe (PSPC) – CBI COVID Motion Leads (see Annex A) Steven Kasouf (PCO) – Coordination of regular SME/QC calls	PCO – Steven Kasouf
3	Recap of previous meeting	PCO – Steven Kasouf
4	Cell phone numbers, conference/meeting ID numbers, passwords – "other" highlight category	PCO – Steven Kasouf
5	Irrelevant Information – guidance updated on MS Teams site	PCO – Steven Kasouf
6	Q & A	All
7	Closing remarks, next meeting	PCO – Steven Kasouf

ANNEX A

Department	**Contact**
PCO – Privy Council Office	Tamara Jeffrey Email: tamara.jeffrey@pco-bcp.gc.ca Phone : 613-314-0542
HC - Health Canada	Laurent Gémar Email: **laurent.gemar@canada.ca** Cell 613-219-7802
CBSA - Canadian Board Service Agency	Joseph (Yves) Lessard Email: **Joseph.lessard@cbsa-asfc.gc.ca** Note: CBSA only had one document which has been pushed through and approved so they are not reviewing in the database. **No need to send updates.**
DND - Department of National Defence	Christine Moore Email: **CHRISTINE.MOORE@forces.gc.ca**
FINANCE - Department of Finance Canada)	Chantel Lavoie Email: **chantal.lavoie@canada.ca**

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COVID Motion SME/QC Agenda / Motion COVID EM/CQ Ordre du jour

Thursday, March 4, 2021 / le jeudi 4 mars 2021

GAC - Global Affairs Canada	Laura Riggs Email: **Laura.Riggs@international.gc.ca**
IRCC - Immigration, Refugees and Citizenship Canada	Marc-Andre Bernard Email: **Marc-Andre.Bernard@cic.gc.ca**
ISC - Indigenous Services Canada	Salem, Nicole Email: **nicole.salem@canada.ca**
ISED - Innovation, Science and Economic Development Canada	Catherine Néron Email: **catherine.neron@canada.ca**
JUS - Department of Justice	Lise Léon Email: **lise.leon@justice.gc.ca**
NRC - National Research Council	Maria Krioutchkova Email: **maria.krioutchkova@nrc-cnrc.gc.ca**
PS - Public Safety Canada	Susan Nadon Email: **susan.nadon@canada.ca**
PSPC - Public Service and Procurement Canada	Benjamin Woodman Email: **Benjamin.Woodman@tpsgc-pwgsc.gc.ca**
TBS - Treasury Board of Canada Secretariat	Irene Tsompanellisa Email: **Irene.Tsompanellis@tbs-sct.gc.ca** Also please cc Natalie Acres **Natalie.Acres@tbs-sct.gc.ca**
TC - Transport Canada	Justin Bernard Email: **Justin.Bernard@tc.gc.ca**

Pages 1674 to / à 1675

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Simmering, William

From: Eid, Elisabeth <Elisabeth.Eid@justice.gc.ca>
Sent: Sunday, March 7, 2021 5:53 PM
To: Mondou, Isabelle; Welbourne, Maia
Cc: Jeffrey, Tamara; van Dieen, Jodie; Brochet, Vanessa; Off, Shirley Anne; MacKillop, Ken
Subject: RE: [redacted]

[redacted]

Bonne soirée,

Elisabeth

From: Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Sent: Sunday, March 07, 2021 4:57 PM
To: Eid, Elisabeth <Elisabeth.Eid@justice.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Cc: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; van Dieen, Jodie (PCO) <Jodie.vanDieen@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@justice.gc.ca>; Off, Shirley Anne <ShirleyAnne.Off@justice.gc.ca>; MacKillop, Ken <Ken.MacKillop@pco-bcp.gc.ca>
Subject: RE: [redacted]

Elizabeth:

[redacted]

Happy to discuss!

From: Eid, Elisabeth <Elisabeth.Eid@justice.gc.ca>
Sent: Wednesday, March 3, 2021 11:48 AM
To: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Mondou, Isabelle <Isabelle.Mondou@pco-bcp.gc.ca>
Cc: Jeffrey, Tamara <Tamara.Jeffrey@pco-bcp.gc.ca>; van Dieen, Jodie <Jodie.vanDieen@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@justice.gc.ca>; Off, Shirley Anne <ShirleyAnne.Off@justice.gc.ca>
Subject: [redacted]

Hi,

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[redacted]

Thanks

Elisabeth Eid

Assistant Deputy Minister
Department of Justice Canada / Government of Canada
Elisabeth.Eid@justice.gc.ca/ Cell: 613-302-8490

Please feel free to respond in the official language of your choice.

Elisabeth Eid

Sous-Ministre adjointe
Ministère de la Justice du Canada / Gouvernement du Canada
Elisabeth.Eid@justice.gc.ca / Cel : 613-302-8490

Sentez-vous bien libre de me répondre dans la langue officielle de votre choix.

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Simmering, William

From: Gauthier, Jean-pierre (HC/SC) <jean-pierre.gauthier@canada.ca>
Sent: Tuesday, March 9, 2021 7:05 PM
To: Cintrat, Jean
Cc: Mulkins, Marta; Stringham, James; Kasouf, Steven; Gémar, Laurent (HC/SC)
Subject: RE: COVID Motion - interpretation of paragraph "z"

Excellent. Merci Jean.

Jean-Pierre Gauthier
Director General, Motion Lead Team
Health Products and Food Branch
Health Canada / Government of Canada
jean-pierre.gauthier@canada.ca / Cell. : 343-572-1675

Directeur général, Équipe de coordination de la Résolution
Direction générale des produits de santé et des aliments
Santé Canada / Gouvernement du Canada
jean-pierre.gauthier@canada.ca / Cell. : 343-572-1675

"The land on which we work is traditional Algonquin territory"
« Les terres sur lesquelles nous travaillons se trouvent sur les territoires traditionnels Algonquins »

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: 2021-03-09 6:25 PM
To: Gauthier, Jean-pierre (HC/SC) <jean-pierre.gauthier@canada.ca>
Cc: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; Stringham, James <James.Stringham@justice.gc.ca>; Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>; Gémar, Laurent (HC/SC) <laurent.gemar@canada.ca>
Subject: RE: COVID Motion - interpretation of paragraph "z"

Salut Jean-Pierre, nous sommes d'accord.
Jean

From: Gauthier, Jean-pierre (HC/SC) <jean-pierre.gauthier@canada.ca>
Sent: Monday, February 15, 2021 11:01 AM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Cc: Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; Stringham, James <James.Stringham@justice.gc.ca>; Kasouf, Steven <Steven.Kasouf@pco-bcp.gc.ca>; Gémar, Laurent (HC/SC) <laurent.gemar@canada.ca>
Subject: RE: COVID Motion - interpretation of paragraph "z"

Merci Jean pour ta réponse. Désolé pour le temps à te revenir sur ces questions. Nous avons interpellé nos collègues spécialistes sur la question des vaccins afin de revoir tes commentaires et questions.

En résumé, et j'exclut ici où nous avons consensus au sein du portefeuille de la santé :

- Authorization of COVID-19 vaccines – Disagree. How would we explain that this is not part and parcel of the distribution and monitoring strategy?

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- The first Vaccine were authorized in December, i.e. after the October cut-off date of the Motion. Moreover, the distribution of vaccine "(…) including, but not limited to anticipated timelines for the distribution of an approved COVID-19 vaccine across Canada and the prioritization of population groups for vaccination" as stated in the Motion, seem to provide help in the proper interpretation of the Motion. The specific elements are both taking place after the regulatory authorisation. We believe that "distribution and monitoring" do not necessarily include the authorisation (or not) of a proposed vaccine. We would submit this is out of scope moreover when considering the cut-off date.

- Vaccine purchasing and procurement agreements/negotiations; Disagree for reason noted in first bullet, but leave out any CBI
  - While the total amount ("up to…") of vaccine purchases from candidates is public, note that phased or staged delivery quantities are not public and should be considered CBI;
  - Paragraph "z" of the motion does not mention "purchasing". The motion is explicit when purchasing is included (e.g., (w) and (x)). For this reason, purchasing has been considered out of scope in the context of this paragraph going back to the initial fall 2020 discussions, which guided document collection. In addition, a large portion of this information is likely protected under Non-Disclosure Agreement/CBI and would need to be heavily redacted, providing little new information to Parliamentarians. We submit purchasing vaccines is out of scope of paragraph "z" as worded by the Motion of the House.

- Compensation for adverse symptoms to the COVID-19 vaccine. Disagree particularly if it relates to the establishment of a vaccine injury fund/program that is intended to encourage Canadians to get a Covid vaccination.
  - The paragraph of the motion focuses on vaccine distribution and monitoring including timelines for the distribution of an approved COVID-19 vaccine. Compensation is not considered to be an element that affects the timeline for distribution. It is more related to post distribution events and is for the purpose of encouraging Canadians to get a Covid vaccine.
  - The Vaccine Injury Support Program (VISP), announced in December 2020, is not part of the Government of Canada's COVID-19 vaccine distribution and monitoring strategy. The intention is to have VISP delivered by an external 3rd party, with a focus on providing financial support to people who experience a serious and permanent injury after receiving a Health Canada approved vaccine administered in Canada. It is a separate from the Government of Canada's COVID-19 vaccine monitoring systems. It is also important to note that the VISP compensation program is not a COVID-19 vaccine-specific initiative. This program will cover all Health Canada approved vaccines administered in Canada, including COVID-19 vaccines. We submit Compensation for adverse symptoms to vaccine is out of scope of paragraph "z" as worded by the Motion of the House.

- Supplies, such as needles and diluents. Disagree for reason noted in first bullet
  - We concur and will change our reference answer

- Equipment, such as aseptic filling workcells and other technologies for packaging injectable drugs. Disagree for reason noted in first bullet
  - The "aseptic filling workcells" are basically small filling lines that would be used to fill vaccines or therapeutics into vials or syringes for final packaging. They were purchased as part of a broader domestic bio-manufacturing strategy for use as needed in domestically manufactured vaccines or other drugs. They are still in final stages of production and have not been used for any purpose as of yet.
  - This does not fall within scope of Immunization Program and should not be considered within scope of what is considered as vaccine distribution and monitoring strategy. It is more part of the manufacturing process. We submit Equipment for packaging injectable drugs is out of scope of paragraph "z" as worded by the Motion of the House.

- Vaccine hesitancy (in general) and seasonal flu vaccine public campaign. Disagree for reason noted in first bullet

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- This is out of scope as it refers to the long standing original hesitation of some individuals to get a vaccine. This is not specific to COVID. When specific to COVID, we are scoping documents in (see last bullet from the Scoped in list). We would submit this needs to remain scoped out to be responsive to the Motion.

Laisse-moi savoir ce que tu en penses. Je partagerai avec nos collègues de PSPC et de ISED une fois que nous serons d'accord afin de favoriser la cohérence de nos réponses.

Merci.

JnP

Jean-Pierre Gauthier
Director General, Motion Lead Team
Health Products and Food Branch
Health Canada / Government of Canada
jean-pierre.gauthier@canada.ca / Cell. : 343-572-1675

Directeur général, Équipe de coordination de la Résolution
Direction générale des produits de santé et des aliments
Santé Canada / Gouvernement du Canada
jean-pierre.gauthier@canada.ca / Cell. : 343-572-1675

"The land on which we work is traditional Algonquin territory"
« Les terres sur lesquelles nous travaillons se trouvent sur les territoires traditionnels Algonquins »

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: 2021-02-03 8:50 PM
To: Gauthier, Jean-pierre (HC/SC) <jean-pierre.gauthier@canada.ca>
Subject: RE: COVID Motion - interpretation of paragraph "z"

Bonsoir Jean-Pierre, je ne sais pas si James ou d'autres récipiendaires de ton message t'ont répondu mais je voulais te faire part de notre réflexion au BCP au sujet de ce que vous proposez d'exclure au chapitre de la section z de la motion. J'ai repris ton message et y ai ajouter notre interprétation en rouge. Je pourrais aussi répondre à tous si c'est préférable de ton point de vue. Merci

- Authorization of COVID-19 vaccines – Disagree. How would we explain that this is not part and parcel of the distribution and monitoring strategy?
- Participation and status of vaccine clinical trials - Agree
- Vaccine purchasing and procurement agreements/negotiations; Disagree for reason noted in first bullet, but leave out any CBI
    - While the total amount ("up to…") of vaccine purchases from candidates is public, note that phased or staged delivery quantities are not public and should be considered CBI;
- Procurement of therapeutics and other treatments to combat COVID-19 symptoms Agree
- Canada's global contribution for distributing COVID-19 vaccines to lesser developed countries (ex., COVAX facility, donations) Agree
- NACI publications that are publically available. Agree, if already in public domain
- Compensation for adverse symptoms to the COVID-19 vaccine. Disagree particularly if it relates to the establishment of a vaccine injury fund/program that is intended to encourage Canadians to get a Covid vaccination.
- Supplies, such as needles and diluents. Disagree for reason noted in first bullet

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- Equipment, such as aseptic filling workcells and other technologies for packaging injectable drugs. Disagree for reason noted in first bullet
- Vaccine hesitancy (in general) and seasonal flu vaccine public campaign. Disagree for reason noted in first bullet

From: Gauthier, Jean-pierre (HC/SC) <jean-pierre.gauthier@canada.ca>
Sent: Friday, January 29, 2021 3:15 PM
To: James.Stott@pwgsc-tpsgc.gc.ca
Cc: Bombardier, Manon (HC/SC) <manon.bombardier@canada.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; Stringham, James <James.Stringham@justice.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: COVID Motion - interpretation of paragraph "z"

Good afternoon James.

I am with Health Canada and I coordinate the Health Portfolio response to the Motion adopted by the House on Oct 26 with respect to the production of document on the pandemic.

We gathered internally over the last week or so to discuss the proper interpretation of the Motion paragraph “z” on vaccine distribution and monitoring. There was debate on a few issues such as:

- Monitoring the safety/effectiveness and adverse reactions to the COVID-19 vaccine(s);
- Compensation for adverse symptoms to the COVID-19 vaccine
- Supplies, such as needles and diluents
- Equipment, such as aseptic filling workcells and other technologies for packaging injectable drugs
- Vaccine hesitancy with respect to the COVID-19 vaccine.

I believe that PSPC also plays an active role with regard to vaccine distribution and monitoring. I wish to share with you our consensus to help us to be consistent as much as possible with respect to this paragraph, especially as we are all starting the redaction round (see document attached). I would appreciate it if you have any feedback.

I would be happy to discuss if this could be useful.

Merci.

Jean-Pierre Gauthier
Director General, Motion Lead Team
Health Products and Food Branch
Health Canada / Government of Canada
jean-pierre.gauthier@canada.ca / Cell. : 343-572-1675

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Direction générale des produits de santé et des aliments
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“The land on which we work is traditional Algonquin territory”
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COVID Motion SME/QC Agenda / Motion COVID EM/CQ Ordre du jour

Monday, March 15, 2021 / le lundi 15 mars 2021

Item	Subject	Lead
1	Introduction	PCO – Steven Kasouf
2	Key contacts / *contacts clés:* James Stringham (DOJ) – Ringtail/ NUIX Annie Plouffe (PSPC) – CBI COVID Motion Leads (see Annex A) Steven Kasouf (PCO) – Coordination of regular SME/QC calls	PCO – Steven Kasouf
3	Recap of previous meeting	PCO – Steven Kasouf
4	"Other information" highlight – updated in Guidance provided on March 11, 2021	PCO – Steven Kasouf
5	Requesting documents back from the Law Clerk	PCO – Steven Kasouf
6	Media lines ≠ publicly available information	PCO – Steven Kasouf
7	Names of reporters & foreign officials	PCO – Steven Kasouf
8	Q & A	All
9	Closing remarks, timing of next meeting	PCO – Steven Kasouf

ANNEX A

Department	**Contact**
PCO – Privy Council Office	Tamara Jeffrey Email: tamara.jeffrey@pco-bcp.gc.ca Phone : 613-314-0542
HC - Health Canada	Laurent Gémar Email: **laurent.gemar@canada.ca** Cell 613-219-7802
CBSA - Canadian Board Service Agency	Joseph (Yves) Lessard Email: **Joseph.lessard@cbsa-asfc.gc.ca** Note: CBSA only had one document which has been pushed through and approved so they are not reviewing in the database. **No need to send updates.**
DND - Department of National Defence	Christine Moore

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COVID Motion SME/QC Agenda / Motion COVID EM/CQ Ordre du jour

Monday, March 15, 2021 / le lundi 15 mars 2021

	Email: **CHRISTINE.MOORE@forces.gc.ca**
FINANCE - Department of Finance Canada)	Chantel Lavoie Email: **chantal.lavoie@canada.ca**
GAC - Global Affairs Canada	Laura Riggs Email: **Laura.Riggs@international.gc.ca**
IRCC - Immigration, Refugees and Citizenship Canada	Marc-Andre Bernard Email: **Marc-Andre.Bernard@cic.gc.ca**
ISC - Indigenous Services Canada	Salem, Nicole Email: **nicole.salem@canada.ca**
ISED - Innovation, Science and Economic Development Canada	Catherine Néron Email: **catherine.neron@canada.ca**
JUS - Department of Justice	Lise Léon Email: **lise.leon@justice.gc.ca**
NRC - National Research Council	Maria Krioutchkova Email: **maria.krioutchkova@nrc-cnrc.gc.ca**
PS - Public Safety Canada	Susan Nadon Email: **susan.nadon@canada.ca**
PSPC - Public Service and Procurement Canada	Benjamin Woodman Email: **Benjamin.Woodman@tpsgc-pwgsc.gc.ca**
TBS - Treasury Board of Canada Secretariat	Irene Tsompanellisa Email: **Irene.Tsompanellis@tbs-sct.gc.ca** Also please cc Natalie Acres **Natalie.Acres@tbs-sct.gc.ca**
TC - Transport Canada	Justin Bernard Email: **Justin.Bernard@tc.gc.ca**

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COVID Motion SME/QC Agenda / Motion COVID EM/CQ Ordre du jour

Thursday, March 18, 2021 / le jeudi 18 mars 2021

Item	Subject	Lead
1	Introduction	PCO – Steven Kasouf
2	Key contacts / *contacts clés:* James Stringham (DOJ) – Ringtail/ NUIX Annie Plouffe (PSPC) – CBI COVID Motion Leads (see Annex A) Steven Kasouf (PCO) – Coordination of regular SME/QC calls	PCO – Steven Kasouf
3	Recap of previous meeting	PCO – Steven Kasouf
4	Mostly/entirely redacted documents	PCO – Tamara Jeffrey
5	Q & A	All
6	Closing remarks, next meeting	PCO – Steven Kasouf

ANNEX A

Department	**Contact**
PCO – Privy Council Office	Tamara Jeffrey Email: tamara.jeffrey@pco-bcp.gc.ca Phone : 613-314-0542
HC - Health Canada	Laurent Gémar Email: **laurent.gemar@canada.ca** Cell 613-219-7802
CBSA - Canadian Board Service Agency	Joseph (Yves) Lessard Email: **Joseph.lessard@cbsa-asfc.gc.ca** Note: CBSA only had one document which has been pushed through and approved so they are not reviewing in the database. **No need to send updates.**
DND - Department of National Defence	Christine Moore Email: **CHRISTINE.MOORE@forces.gc.ca**
FINANCE - Department of Finance Canada)	Chantel Lavoie Email: **chantal.lavoie@canada.ca**
GAC - Global Affairs Canada	Laura Riggs Email: **Laura.Riggs@international.gc.ca**

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COVID Motion SME/QC Agenda / Motion COVID EM/CQ Ordre du jour

Thursday, March 18, 2021 / le jeudi 18 mars 2021

IRCC - Immigration, Refugees and Citizenship Canada	Marc-Andre Bernard Email: **Marc-Andre.Bernard@cic.gc.ca**
ISC - Indigenous Services Canada	Salem, Nicole Email: **nicole.salem@canada.ca**
ISED - Innovation, Science and Economic Development Canada	Catherine Néron Email: **catherine.neron@canada.ca**
JUS - Department of Justice	Lise Léon Email: **lise.leon@justice.gc.ca**
NRC - National Research Council	Maria Krioutchkova Email: **maria.krioutchkova@nrc-cnrc.gc.ca**
PS - Public Safety Canada	Susan Nadon Email: **susan.nadon@canada.ca**
PSPC - Public Service and Procurement Canada	Benjamin Woodman Email: **Benjamin.Woodman@tpsgc-pwgsc.gc.ca**
TBS - Treasury Board of Canada Secretariat	Irene Tsompanellisa Email: **Irene.Tsompanellis@tbs-sct.gc.ca** Also please cc Natalie Acres **Natalie.Acres@tbs-sct.gc.ca**
TC - Transport Canada	Justin Bernard Email: **Justin.Bernard@tc.gc.ca**

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COVID Motion SME/QC Agenda / Motion COVID EM/CQ Ordre du jour

Monday, March 22, 2021 / le lundi 22 mars 2021

Item	Subject	Lead
1	Introduction	PCO – Steven Kasouf
2	Key contacts / *contacts clés:* James Stringham (DOJ) – Ringtail/ NUIX Annie Plouffe (PSPC) – CBI COVID Motion Leads (see Annex A) Steven Kasouf (PCO) – Coordination of regular SME/QC calls	PCO – Steven Kasouf
3	Recap of previous meeting	PCO – Steven Kasouf
4	Facilitating PT consultations	DOJ – James Stringham
5	Q & A	All
6	Closing remarks, timing of next meeting	PCO – Steven Kasouf

ANNEX A

Department	**Contact**
PCO – Privy Council Office	Tamara Jeffrey Email: tamara.jeffrey@pco-bcp.gc.ca Phone : 613-314-0542
HC - Health Canada	Laurent Gémar Email: **laurent.gemar@canada.ca** Cell 613-219-7802 **As of April 1, 2021** Tammy Nguyen Email: **tammy.nguyen@canada.ca**
CBSA - Canadian Board Service Agency	Joseph (Yves) Lessard Email: **Joseph.lessard@cbsa-asfc.gc.ca** Note: CBSA only had one document which has been pushed through and approved so they are not reviewing in the database. **No need to send updates.**
DND - Department of National Defence	Christine Moore Email: **CHRISTINE.MOORE@forces.gc.ca**
FINANCE - Department of Finance Canada)	Chantel Lavoie

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COVID Motion SME/QC Agenda / Motion COVID EM/CQ Ordre du jour

Monday, March 22, 2021 / le lundi 22 mars 2021

	Email: **chantal.lavoie@canada.ca**
GAC - Global Affairs Canada	Laura Riggs Email: **Laura.Riggs@international.gc.ca**
IRCC - Immigration, Refugees and Citizenship Canada	Marc-Andre Bernard Email: **Marc-Andre.Bernard@cic.gc.ca**
ISC - Indigenous Services Canada	Salem, Nicole Email: **nicole.salem@canada.ca**
ISED - Innovation, Science and Economic Development Canada	Catherine Néron Email: **catherine.neron@canada.ca**
JUS - Department of Justice	Lise Léon Email: **lise.leon@justice.gc.ca**
NRC - National Research Council	Maria Krioutchkova Email: **maria.krioutchkova@nrc-cnrc.gc.ca**
PS - Public Safety Canada	Susan Nadon Email: **susan.nadon@canada.ca**
PSPC - Public Service and Procurement Canada	Benjamin Woodman Email: **Benjamin.Woodman@tpsgc-pwgsc.gc.ca**
TBS - Treasury Board of Canada Secretariat	Irene Tsompanellisa Email: **Irene.Tsompanellis@tbs-sct.gc.ca** Also please cc Natalie Acres **Natalie.Acres@tbs-sct.gc.ca**
TC - Transport Canada	Justin Bernard Email: **Justin.Bernard@tc.gc.ca**

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Simmering, William

From: Neilson, David
Sent: Tuesday, April 27, 2021 4:29 PM
To: Coughlin, Tatianna
Subject: FW: The Motion from the Standing Committee on Health - Request for information.

David Neilson

Executive Director / Access to Information and Privacy & Information Management
Privy Council Office / Government of Canada
David.Neilson@pco-bcp.gc.ca / Tel. 613-957-5228 / Fax 613-960-4201

Directeur exécutif / Accès à l'information et protection des renseignements personnels et Gestion de l'information
Bureau du Conseil privé / Gouvernement du Canada
David.Neilson@pco-bcp.gc.ca / Tél. 613-957-5228 / Télécopieur 613-960-4201

From: Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>
Sent: Wednesday, December 9, 2020 10:42 AM
To: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>; Shea, Matthew <Matthew.Shea@pco-bcp.gc.ca>
Cc: McCowan, Ian <Ian.McCowan@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Subject: RE: The Motion from the Standing Committee on Health - Request for information. **s.23**

Vanessa Brochet
Director and General Counsel - Directrice and avocate générale
Privy Council Office Legal Services Sector | Secteur des services juridiques du Bureau du Conseil privé
Office of the Counsel to the Clerk of the Privy Council and Assistant Deputy Minister | Bureau de la conseillère juridique auprès du greffier du Conseil privé et sous-ministre adjointe
(613) 697-3586 Vanessa.Brochet@pco-bcp.gc.ca

De : Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Envoyé : 9 décembre 2020 10:25
À : Shea, Matthew <Matthew.Shea@pco-bcp.gc.ca>
Cc : McCowan, Ian <Ian.McCowan@pco-bcp.gc.ca>; Mulkins, Marta <Marta.Mulkins@pco-bcp.gc.ca>; Brochet, Vanessa <Vanessa.Brochet@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>; Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Objet : RE: The Motion from the Standing Committee on Health - Request for information.

Hi Matt,

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Would still like to understand more about what this information is going to be used for and by whom. Also, having looked at the request more closely now, it's not entirely clear what is being asked (e.g. what is meant by "gathered" – transferred to the shared drive? Uploaded to PCO Ringtail?). Would note that these numbers are moving targets – changing on daily basis. Also, until documents are uploaded into Ringtail and processed, estimates are just estimates and subject to change. Re date at which PCO expects to complete task – unknown at this point. Related to many decisions (e.g. resources) that haven't been finalized yet.

a. The volume of documents gathered so far
b. The volume of documents transferred over to Justice
c. The rough order magnitude volume of documents left to discover or to gather.
d. Date at which PCO expect to have completed the task.

What is can tell you is that PCO estimates that it has about 280,000 pages of material. And that the first release of material to the Law Clerk on December 7 included about 1,000 pages.

Perhaps Marta and/or Vanessa can add further details.

Thanks
Maia

From: Shea, Matthew <Matthew.Shea@pco-bcp.gc.ca>
Sent: Tuesday, December 8, 2020 6:49 PM
To: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Subject: Re: The Motion from the Standing Committee on Health - Request for information.

Are we able to provide anything today?

Sent from my iPhone

> On Dec 7, 2020, at 3:52 PM, Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca> wrote:
>
> Yes, tomorrow would be better. Would also be helpful to understand what this information is going to be used for. It is clear we are going to need to set up some regular reporting – which in my view should be a joint DOJ-PCO product that would be made available to all DMs, rather than addressing one off requests.
>
> ---
>
> **From:** Shea, Matthew <Matthew.Shea@pco-bcp.gc.ca>
> **Sent:** Monday, December 7, 2020 3:26 PM
> **To:** Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
> **Subject:** Re: The Motion from the Standing Committee on Health - Request for information.
>
> Just heading into a meeting. Am I correct that you prefer we send tomorrow?
>
> Sent from my iPhone
>
> > On Dec 7, 2020, at 3:22 PM, Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca> wrote:

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Matt – can I give you a call? What's a good number?

Maia Welbourne
Assistant Secretary to Cabinet, Parliamentary Affairs
Secrétaire adjointe du Cabinet, Affaires parlementaires
C: [redacted]

s.16(2)

From: Shea, Matthew <Matthew.Shea@pco-bcp.gc.ca>
Sent: Monday, December 7, 2020 3:05 PM
To: McCowan, Ian <Ian.McCowan@pco-bcp.gc.ca>; Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Cc: Neilson, David <David.Neilson@pco-bcp.gc.ca>; Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca>
Subject: FW: The Motion from the Standing Committee on Health - Request for information.
Importance: High

See request below. I guess SSC is doing some central reporting on this. Can you provide me what you would like me to share?

Matt

From: Gendron, José (SSC/SPC) <jose.gendron@canada.ca>
Sent: Monday, December 7, 2020 2:37 PM
To: Shea, Matthew <Matthew.Shea@pco-bcp.gc.ca>
Subject: The Motion from the Standing Committee on Health - Request for information.

Hello Matt

My President is taking a special interest in monitoring the progress made by the GC in complying with the Motion from the Standing Committee on Health with regard to providing pandemic related documents back to them. PCO along with Justice, HC, HPHAC, PSPC and NRC is one of the high profile departments having a key role to play complying with this motion. I would be grateful if you could provide me with an update on how well is PCO doing with regard to complying with this Motion. What I am looking for would include

a. The volume of documents gathered so far
b. The volume of documents transferred over to Justice
c. The rough order magnitude volume of documents left to discover or to gather.
d. Date at which PCO expect to have completed the task.

Please let me know what can be shared. Merci beaucoup.

José Gendron
A/Assistant Deputy Minister, Digital Government and Science Branch
Client Service Delivery and Management
Shared Services Canada

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Tel: 613-670-8559
Cell: 613-301-4485

José Gendron
Sous-ministre adjoint intérimaire, Gouvernement numérique et sciences
Direction générale de la gestion et de la prestation des services à la clientèle
Services partagés Canada
Tél : 613-670-8559
Cell : 613-301-4485

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Simmering, William

From: Neilson, David
Sent: Tuesday, April 27, 2021 4:16 PM
To: Coughlin, Tatianna
Subject: FW: The Motion from the Standing Committee on Health - Request for information.

David Neilson

Executive Director / Access to Information and Privacy & Information Management
Privy Council Office / Government of Canada
David.Neilson@pco-bcp.gc.ca / Tel. 613-957-5228 / Fax 613-960-4201

Directeur exécutif / Accès à l'information et protection des renseignements personnels et Gestion de l'information
Bureau du Conseil privé / Gouvernement du Canada
David.Neilson@pco-bcp.gc.ca / Tél. 613-957-5228 / Télécopieur 613-960-4201

From: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Sent: Monday, December 7, 2020 3:17 PM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>; Neilson, David <David.Neilson@pco-bcp.gc.ca>
Subject: RE: The Motion from the Standing Committee on Health - Request for information.

Agreed. I will call Matt.

From: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Sent: Monday, December 7, 2020 3:09 PM
To: Neilson, David <David.Neilson@pco-bcp.gc.ca>
Cc: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Subject: RE: The Motion from the Standing Committee on Health - Request for information.

Hi David, I would be more comfortable providing an update tomorrow once we have delivered the first batch of documents later today.

From: Neilson, David <David.Neilson@pco-bcp.gc.ca>
Sent: Monday, December 7, 2020 2:46 PM
To: Cintrat, Jean <Jean.Cintrat@pco-bcp.gc.ca>
Cc: Welbourne, Maia <Maia.Welbourne@pco-bcp.gc.ca>
Subject: FW: The Motion from the Standing Committee on Health - Request for information.

Hi Jean,

Would you be able to assist in gathering this information by this afternoon?

Thanks,

David

David Neilson

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Executive Director / Access to Information and Privacy & Information Management
Privy Council Office / Government of Canada
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Directeur exécutif / Accès à l'information et protection des renseignements personnels et Gestion de l'information
Bureau du Conseil privé / Gouvernement du Canada
David.Neilson@pco-bcp.gc.ca / Tél. 613-957-5228 / Télécopieur 613-960-4201

From: Shea, Matthew <Matthew.Shea@pco-bcp.gc.ca>
Sent: Monday, December 7, 2020 2:38 PM
To: Neilson, David <David.Neilson@pco-bcp.gc.ca>
Cc: Sandberg , Tanya <Tanya.Sandberg@pco-bcp.gc.ca>
Subject: Fwd: The Motion from the Standing Committee on Health - Request for information.

Can you work with Ian's branch?

Sent from my iPhone

Begin forwarded message:

> **From:** "Gendron, José (SSC/SPC)" <jose.gendron@canada.ca>
> **Date:** December 7, 2020 at 2:37:09 PM EST
> **To:** "Shea, Matthew" <Matthew.Shea@pco-bcp.gc.ca>
> **Subject: The Motion from the Standing Committee on Health - Request for information.**
>
> Hello Matt
>
> My President is taking a special interest in monitoring the progress made by the GC in complying with the Motion from the Standing Committee on Health with regard to providing pandemic related documents back to them. PCO along with Justice, HC, HPHAC, PSPC and NRC is one of the high profile departments having a key role to play complying with this motion. I would be grateful if you could provide me with an update on how well is PCO doing with regard to complying with this Motion. What I am looking for would include
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>
> Please let me know what can be shared. Merci beaucoup.
>
> José Gendron
> A/Assistant Deputy Minister, Digital Government and Science Branch
> Client Service Delivery and Management
> Shared Services Canada
> Tel: 613-670-8559
> Cell: 613-301-4485
>
> José Gendron
> Sous-ministre adjoint intérimaire, Gouvernement numérique et sciences
> Direction générale de la gestion et de la prestation des services à la clientèle
> Services partagés Canada

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s.21(1)(a)
s.21(1)(b)

Document Name	Recommended for Redaction?	Sections for Redaction	Notes
Annex A - Canadian Testing Numbers	Maybe	[redacted] might need to be redacted	
Annex B - International Testing	N		
Annex C - Contact Tracing	N		
Australia paper	N		
British Columbia COVID-19 Situation	N		
Canada IDSA and NZ	N		
CPHLN_serology_plan_TAC	N		
Diagnostic Testing Briefing	Y	[redacted] (pg 1)	
Discussion between DPM and Neil Yates	Y	Anything that mentions [redacted]	
DPM Memo re Testing	Y	[redacted] (pg 4), sections that mention [redacted] [redacted] (pg 5)	
Information Summary Note - Oct 5 - 9	Y	Several sections, perform detailed redaction analysis later	Should be moved to Secret, marked solicitor-client privilege
Information Summary Note - Oct 13 - 16	Y	Several sections, perform detailed redaction analysis later	Should be moved to Secret, marked solicitor-client privilege
Information Summary Note - Oct 19 - 23	Y	Several sections, perform detailed redaction analysis later	Marked as "for internal use only"- considered Secret?
Information Summary Note Sept 28 - Oct 4	Y	Several sections, perform detailed redaction analysis later	Should be moved to Secret, marked solicitor-client privilege
National Testing and Tracing Strategy Note for Clerk Discussion May 13	Y	Several sections, perform detailed redaction analysis later	Should be moved to Secret
PM Brief October 8 International Context	N		
PM Briefing on International COVID Context	Y	[redacted] (slide 13)	
Rapid Systematice Review of Early COVID SeroSurveys	N		
Rapid Tests quick facts	Y	Most of document	
Review of National Laboratory Testing Indication Guidance for COVID-One Pager	N		
Serological Testing Update 515pm	N		Draft document
Serological Testing Update April 22	Y	[redacted] (pg 5 - 6), Annex C (pg 12)	Draft document
Testing Briefing June 5 Minutes	Y	[redacted]	
Testing Briefing May 29 Minutes	Y	Any references to [redacted]	
Testing note for PM	Y	[redacted] (pg 1), [redacted] (pg 5 - 6), references to [redacted] [redacted] (pg 7), Annex D (11 - 13)	
Vaccine Update	Maybe	Not sure if [redacted] is public info?	
Wastewater testing	N		